

Child Protection Policy

Fourth Baptist Church | Fourth Baptist Christian School
Plymouth, Minnesota

Section One: Statement of Policy

- I. Minnesota Statutes define what constitutes sexual conduct as well as sexual abuse and may be referred to for a more complete definition.

These statutes include:

- Physical contact with the clothed or unclothed private areas, including intimate parts.
- Intentional subjection of a child, by a person responsible for the child's care or by a person in a position of authority, to any act which constitutes a violation of Minnesota Statutes prohibiting criminal sexual conduct.

Members who serve in ministries to children and youth through Fourth Baptist Church shall abstain from all forms of sexual contact or conduct with minors under their care, including but not limited to:

- A. Physical contact as described above.
 - B. Making available sexually explicit materials (videos, films, books, magazines, pictures, photographs, recordings, etc.) in a printed or electronic format to a minor.
 - C. Using sexually explicit or otherwise obscene language while speaking to or in the presence of minors, including reference to any person's intimate parts.
 - D. Permitting a minor to witness sexual activity.
- II. A minimum of two approved workers should be present during any church – sponsored activity. One of the two workers should be an adult. The following exceptions may be allowed:
 - A. In the event (i.e. Sunday School, AWANA, youth group, etc.) where one adult acts as the leader for a small group, then the entry door to the room being used must either be equipped with a clear glass window or left ajar to permit visual access from the outside room. Also, such small group rooms must be monitored periodically by the program supervisor.
 - B. In special circumstances where an adult worker/staff member finds it necessary in his/her church related ministry to spend time with a minor(s) without another adult present, that person must secure parental consent in

advance of the meeting or activity and notify the program advisor in advance of such a meeting or activity.

III. Special Events

- A. All special events (other than regularly scheduled church services) which involve minors must be approved by the Pastoral Staff and the parents of the minors.
 - 1. Requests for the approval of a special activity must be submitted to the church office. (The supervising pastor will inform the person(s) who submitted the request of staff approval.)
 - 2. A parent/guardian must sign a release form for any activity which is not a part of the regular scheduled services.
 - B. Adult leaders and chaperones for any overnight activity involving minors, whose parents are not present, must be approved in advance by the pastoral staff and have completed the Child Protection Process.
- IV. Minors, under the age of 18, may not be placed in sole charge (i.e. unsupervised by an approved, supervising adult) of any group of minors.
- V. Any violation of these policies must be reported immediately to the program/ministry supervisor by any person observing the violation.

Section Two: Qualifications

Within the scope of this policy the minimum qualifications for working with minors in the ministries of Fourth Baptist Church shall include:

- 1. All volunteer workers must be members of Fourth Baptist Church for a period of no less than six (6) months prior to appointment to serve.

The following exceptions to the six (6) month policy may apply:

- a. Bible College or Seminary students and their wives who seek practical Christian Service assignments through Fourth Baptist Church.
- b. The status of former members of Fourth Baptist Church, who left in good standing, and have been received into membership, will be reviewed by the Pastoral Staff prior to their involvement.
- c. Staff members and their wives who are employed by the Fourth Baptist Church, Fourth Baptist Christian School, or Central Baptist Theological Seminary.
- d. New members granted an exception provided program advisor follows up with previous ministry and references

2. No member who has been convicted of the physical or sexual abuse of a minor will be permitted to serve in any ministry involving minors.
3. If an applicant has been accused but never convicted of the sexual abuse of children, a thorough check of the facts in such case(s) must be conducted before authorizing him/her to work with minors in church programs.
4. All workers must have completed required training courses provided by Fourth Baptist Church prior to working with minors. Periodic renewal and refresher course is required of all workers at 5 year intervals
5. Separate training for specific ministries, such as nursery, youth group, AWANA, or Sunday School may be added to the base training provided by Fourth Baptist Church. Each specific ministry will provide the additional training as necessary.

Section Three: Application and Worker Selection Procedures

The following procedures are designed to protect minors involved in church ministries, to protect staff and volunteer workers, and to protect the church from legal liability.

- I. All members who desire to serve in church-sponsored ministries or programs which involve minors (persons under eighteen (18) years of age) shall make inquiry and/or application to the pastor and/or leadership responsible to supervise the ministry in which a member wishes to serve.
- II. Volunteer workers engaged in any ministry to minors and all staff shall follow these steps.
 - A. STEP ONE (1): Leadership present potential candidates to Pastoral Staff.
 - B. STEP TWO (2): Pastoral Staff approval shall be sought prior to approaching candidates for workers with children.
 - C. STEP THREE (3): An Application Form for Workers with Children and Youth must be completed prior to approval for service.
 - D. STEP FOUR (4): All workers must have completed required training courses provided by Fourth Baptist Church.
 - E. STEP FIVE (5): A reference check and/or background check shall be performed on employees and volunteers.
 1. An attempt shall be made to contact each person identified as a reference on the application form. The interviewer shall provide a written record of the conversation including date, time, and any results that are shared by the reference. The date and time of any attempt shall be recorded as well.

2. Refusal to provide a reference on the part of an individual or church shall be documented and may be grounds for refusal to serve as a worker with minors.
 - a. Interviewer should request a written statement confirming the refusal to provide information concerning the suitability of the applicant to work with minors.
 - b. If request for a written statement is refused, document such refusal on the reference contact portion of the application.
 - c. Any concerns or inconsistencies shall be submitted to the supervising pastor and/or Pastoral Staff for evaluation.

F. STEP SIX (6): A personal interview will be conducted.

1. The interview will be conducted by the supervising pastor or the leader of the program.
2. The interview will include discussion of the application completed in STEP THREE (3) and any other pertinent matters.
3. A written record of the interview should be filled out, dated, and filed by the interviewer and attached to the completed application.

G. STEP SEVEN (7): All workers must have Pastoral Staff approval, as documented in their minutes after the completion of steps three (3) through six (6).

Section Four: Worker Supervision Procedures

I. Nursery Programs

- A. The Infant and Toddler nurseries shall follow the two adult rule. At times when one adult is assigned to work with a teen member, a security person shall periodically (without notice) enter the nursery area to verify that all is in order.
- B. The 2's and 3's year old nursery shall be supervised by no less than two approved workers (one of which may be a teen). An adult will be located in the open doorways of the restroom in the nurseries to protect the other worker helping the child.

II. Sunday School programs

Worker supervision rules shall comply with the policy stated in Section One, III.

III. Other Programs for Minors

- A. Two approved workers, one of which may be a teen, shall be present in any meeting and recreation areas.

- B. Activities should be planned so there is group accountability in all activities.
1. Minors should not be allowed to leave the group setting unless they have permission of the director/leader and then only in groups of three or more.
 2. If two approved workers are not present in all situations, another approved worker must be in the immediate vicinity (within the sound of normal voice levels) or there must be a group of two or more minors that accompany the adult worker.
 3. Any situations that would compromise these policies must be planned for and avoided to protect the minors, the workers(s), Fourth Baptist Church, and the name of Christ.
- C. Overnights, Campouts, Retreats and special occasions.
1. All overnight activities that involve both boys and girls shall include at least one male and one female approved adult worker.
 2. Separate sleeping arrangements shall be made for males and females.
 3. No less than three of one sex shall sleep in the same room.

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Addendum

- This policy includes, but is not limited to, service in these ministries: Security, Head Ushers, Awana, Children's Choirs, Children's Church, Sunday School, Youth, MOMs, Fourth Baptist Christian School (any capacity), Bus Drivers, Custodial Staff, Maintenance
- One-time or occasional volunteers in children's ministry who have not been through the Child Protection Process (i.e.: special speakers for camp, bus driver, parent chaperone) will be presented to the Pastoral Staff for approval. Staff will follow through with reference checks, background check, verbal training, etc. at their discretion before giving final approval.
- Safe Sitter Class – offered periodically for Junior High Students for the purpose of working in the nursery (Ages 12-14)