

St. John's Presbyterian Church Safe Church, Misconduct and Abuse Prevention Policy

I. POLICY STATEMENT

It is the policy of St. John's Presbyterian Church that all pastors, professionals, teachers, employees, contractors, members, and volunteers of this church maintain the integrity of ministerial, employment, and professional relationships at all times.

We need to make thoughtful and concrete efforts to protect every person of any age, including visitors, regular attendees and youth receiving care from this church from harm, including but not limited to, sexual harassment and misconduct, child abuse, neglect or abuse of any nature to any person (see Appendix A and B). It is the spiritual and secular policy of this church to provide spiritual safety, emotional safety and physical safety to all our members or visitors. Appendix C contains guidelines for appropriate and inappropriate affection and other behavior.

It is never permissible or acceptable for a Presbytery member, church member, officer, employee, contractor, volunteer, or visitor to engage in sexual misconduct or any form of abusive behavior. It is equally unacceptable for anyone to retaliate against someone for reporting or investigating a claim of such abuse.

II. MANDATORY REPORTING REQUIREMENT

Any member of this church engaged in ordered ministry, any certified Christian educator employed by this church or its congregations and any volunteer engaged in any activity that involves contact with and supervision of children shall report to ecclesiastical and civil legal authorities' knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse." (G-4.0302)

The term "ordered ministry" includes the ordained offices of Ministers, Deacons, and Elders. See Appendices C, D, and E for further information relating to the reporting and response processes. Regarding any allegations against a member of the Presbytery, consultation with the Executive Presbyter/Stated Clerk is required as soon as possible.

III. MANDATORY TRAINING

Our church will ensure that all mandatory reporters, Sunday School teachers, employees and volunteers working with children are trained on this policy within six months of its adoption and every three years thereafter, as a minimum. Newly ordained mandatory reporters, new Sunday School teachers, employees and volunteers working with children will be trained within six months of their ordination, employment or beginning of their volunteer work. Waivers may be granted for those who have taken similar professional training, at the discretion of the Session.

IV. PRE-EMPLOYMENT/VOLUNTEER SCREENING

Everyone working or assisting with children and/or youth must complete the applicable application forms (Appendices F, G, H, I). Reference checks will be routinely done, and background checks (including fingerprinting) are required for all paid staff (including ministers) working with children/youth.

This church **prohibits registered sex offenders** from working in close proximity with children or youth or being in close proximity to ministries with children or youth. This church also **prohibits the following persons** from working with children or youth or being in their close proximity (except for church intergenerational activities): anyone who has been convicted of a violent crime or any sexual offense as defined in NRS 197D097, or has consented to entry of a court order involving the same.

Care should be taken before allowing such persons to hold a church office as such a role could involve supervision or ministries with children or youth and/or conflict with duties as a mandated reporter.

Where the reference and/or background search of a candidate indicates an item of reasonable concern to the Safe Church Coordinator (defined in Appendix A), the candidate and search results may be discussed with the Church pastor, and/or appropriate officer of the Presbytery of Nevada, and legal counsel, and further references may be checked. Upon due consideration of such officers and clergy, the candidate may be declined for service with the Church, or the candidate may be accepted for Church service if consistent with this policy.

Any volunteer who works with or supervises youth regularly shall be a member or active attendee of this church for at least six months prior to starting such activities.

Appendix J & K contains requirements for motor vehicle drivers of youth and children.

V. COMPLIANCE AND DISTRIBUTION

This policy will be given to all Ministers and Elders, Commissioned Lay Pastors, Deacons, employees and volunteers working with children and youth. Each recipient shall be required to sign a statement (Appendix L) acknowledging that they have received a copy of this document, read and understand it, and agree to conduct themselves in accordance with this policy.

It is the intent of this policy to be at minimum consistent with the policy, guidelines, and expectations of the Presbytery of the Nevada, and the Presbyterian Church (USA).

VI. RECORD KEEPING

This church is committed to good record keeping including, but not limited to, files on ministers, employees and volunteers involved in children or youth activities. The locked files should contain, as appropriate, applications for employment/volunteer work, background checks, references' responses, signed Acknowledgment Receipts and all other applicable documents, except records which may be required, by law, to be kept in separate files. Good faith effort will be made to follow this policy and to maintain the security and confidentiality of these records.

Access to personnel or other confidential files is limited to the Pastor, Clerk of Session, the Safe Church Coordinator, and other specified persons as identified and approved by the Session such as specific officers of the Presbytery of the Nevada and legal counsel.

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APPENDIX A

DEFINITIONS

1. **Sexual Misconduct** is a comprehensive term used in this policy to include, but is not limited to:
 - a. child sexual abuse as defined in #2 below;
 - b. rape or sexual contact by force, threat, or intimidation;
 - c. sexual malfeasance -- a breach of trust by a religious leader in an effort to engage in sexual activities while acting in a ministerial and/or leadership role. The term "religious leader" as used herein includes but is not limited to pastor, lay pastor, elder or deacon.
 - d. the production, accessing or distribution of pornography or the viewing of pornography on church computers or on private computers while on church property or while engaged in a church program or sponsored activity.
 - e. any unwelcome risqué jokes, innuendo, unacceptable visual conduct, inappropriate touching to include full frontal hugs and kissing; and
 - f. sexually suggestive pictures between an adult and child that would be deemed unacceptable under any reasonable standard.

2. **Child Sexual Abuse** for purposes of this policy, is defined in NRS432B.100 and includes but is not limited to:
 - a. any sexual interaction (may or may not include touching) between an adult and an unmarried person under the age of 18 or a vulnerable person as defined in subsection 8 of NRS 200.5092.
 - b. any use of a child for the sexual stimulation of an adult, a third person, or the child;
 - c. any sexual exploitation of a child as defined in NRS 432B110. Said term includes but is not limited to, soliciting for or engaging in prostitution, viewing pornographic literature, or posing, modeling which involves sexual conduct with a child as defined in NRS 200.700.
 - d. **Sexual Abuse** as defined in the *Book of Order*. "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (Book of Order, D-10.0401c).

In the professional context, mutual expressions of affection do not abrogate the abusiveness of the relationship, for true consent may be considered, by definition, impossible between a professional and a person in that professional's care.

3. **Sexual Harassment** means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in this church; or,
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or,
 - c. such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working (either employment of volunteer based) environment based on the declared judgment of the affected individual. Lack of intent to harass is no defense.

Examples of sexual harassment include, but are not limited to:

- i. Verbal: sexual innuendoes, risqué jokes, sexually suggestive or insulting questions, comments, or sounds, jokes or teasing of a sexual nature, sexual propositions or threats, continuing to make sexual advances or comments or otherwise expressing personal interest after being informed that the interest is unwelcome, sexual remarks regarding clothing, body, or love life, or any type of subtle pressure for sexual activity.
 - ii. Visual: sexually suggestive or gender derogatory objects, pictures, computer software, posters, or letters; leering, whistling, or obscene or sexually suggestive gestures.
 - iii. Physical: unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, sexual intercourse or assault.
 - iv. Encouraging attitudes or patterns of verbal, visual, or physical conduct (may or may not be obviously directed at a particular person) which may be reasonably perceived as tending to legitimize, rationalize, or make light of unwanted sexual advances.
- e. **Sexual conduct** includes offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.
- f. **Misuse of technology** involves the use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.
- g. **Volunteer** is any person who provides services for this church or related organization within this church's jurisdiction without financial or material remuneration. (The volunteer may or may not be a member of this church.)
- h. **Employee, for purposes of this policy**, is any person receiving monetary compensation either from this church or another entity for services performed for this church or related organization within this church's jurisdiction, whether services are full time or part time, or continuing or short term, and includes staff, supervisors, and independent contractors.

- i. **Safe Church Coordinator** is the person designated by the Session, and recorded in the minutes, who is approved by Session to:
 - a. follow up on references, a task that can be shared by the Minister and/or any designated Session member;
 - b. receive background check information (e.g. technical background checks, references, and similar required information within the guidelines of this Safe Church Policy) of volunteers or employees whose clearance goes through the Session; and
 - c. respectfully and confidentially handle all Safe Church misconduct and abuse related confidential information (including mandated reports and any related appropriate documentation) as outlined in this Safe Church Policy.

- j. **Mutual Consent** is not possible when one party is a clergy/ professional lay leader in a pastoral, counseling, employer or leadership position within the church, related organization, or sponsored activity in which the other party is a parishioner, member, counselee, employee; or, when one of the parties is a child. Ordinarily, Elders or Deacons would not be considered to have a power differential complication when dating a mutually consenting adult member of the same church. Consultation with the Committee on Ministry is encouraged if there are questions.

APPENDIX B

Guidelines for Appropriate and Inappropriate Affection and Behavior

This church is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries, one that protects our children and youth from abuse, and our Church Personnel and volunteers from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual. It also allows for such behaviors that are appropriate and thus allow Church volunteers and personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. The following guidelines are to be carefully followed by all Church personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some **positive** and **appropriate** forms of affection are listed below:
 - Brief hugs.
 - Pats on the shoulder or back.
 - Handshakes.
 - "High-fives", "knuckle-bumping" and hand slapping.
 - Verbal praise.
 - Touching hands, faces, shoulders and arms of children or youth.
 - Arms around shoulders.
 - Holding hands while walking with small children.
 - Sitting beside small children.
 - Kneeling or bending down for hugs with small children.
 - Holding hands during prayer.
 - Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

2. The following forms of affection are considered **inappropriate** with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.
 - Full frontal or lengthy embraces.
 - Kisses on the mouth.
 - Holding children over three years old on the lap.
 - Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
 - Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
 - Occupying a bed with a child or youth
 - Touching knees or legs of children or youth.
 - Wrestling with children or youth.

- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult, individually or in groups.
- Any type of massage given by an adult to a child or youth, individually or in groups.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.
- Frequent calling visits.
- Frequent phone conversations.
- Extended time together.

3. The following is a more specific list of acts that are **absolutely prohibited** during any congregational or church related activity for children and youth.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or youth.
- Sexual advances or sexual activity of any kind between any adult and a child or youth.
- Infliction of physically abusive behavior or bodily injury to a child or youth.
- Physical neglect of a child or youth, including failure to provide adequate supervision in relation to congregational activities. Adequate supervision means the type of supervision a reasonable person would provide in the same or similar situation.
- Causing mental or emotional injury to a child or youth.
- Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a child or youth.
- Possessing or accessing obscene or pornographic materials at any congregational activity.
- Possessing illegal drugs or being under the influence of any illegal drugs.
- Consuming or being under the influence of alcohol, marijuana or any prescribed medication while participating in any congregational activity designed for children and youth.
- Carrying any type of weapon. For purposes of this policy, see NRS 202.265.

4. **Appropriate "best practices" of behavior:**

- The "rule of two" – use two adults or volunteers in activities with children whenever possible.
- Use "open rooms" (with clear visibility in and unlocked) and another adult in proximity when meeting with children and minors.
- Have a responsible supervisor (such as a Minister, Elder, Deacon, church employee, volunteer, etc.) randomly monitor all activities that involve children or youth.

APPENDIX C

MANDATED REPORTING and RECOGNIZING CHILD/ELDER ABUSE

I. MANDATED REPORTING

Mandatory reporters of child and elder abuse and neglect in Nevada include “clergy members” and “custodian of records of a clergy member” (in the PCUSA this refers to clerks of session). Mandatory reporters as identified in the *Book of Order* include both Ministers and Elders, Deacons, Certified Christian Educators, Associate Christian Educators.

Pursuant to subsections 4 and 4(f) of NRS 432B.220, members of the clergy, employees and volunteers with public or private schools whose duties require direct contact with and supervision of children are mandated reporters, but all volunteers at St. John’s are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect.

II. RECOGNIZING CHILD/ELDER ABUSE and NEGLECT

A. RECOGNIZING CHILD ABUSE and NEGLECT (NRS 432B.020)

1. **Physical Abuse:** Physical injury of a non-accidental nature. It would include unlawful corporate punishment or injury; willful harming or injuring of a child; or unjustifiable physical pain or endangering.
2. **Physical Neglect:** Negligent treatment or maltreatment, including but not limited to, general neglect in providing food, clothing, shelter, medical care, education or supervision. See NRS 432B.140.
3. **Sexual Abuse:** sexual assault (such as sexual touching), or sexual exploitation (such as pornography or prostitution or soliciting for or engaging in prostitution).
4. **Emotional Abuse:** Mental injury of a non-accidental nature. It could include consistent or extreme verbal abuse such as yelling, ridicule, belittling, agitation or fear inducement.

B. RECOGNIZING ELDER ABUSE and NEGLECT (NRS 41.1395)

1. **Abuse:** Involves the willful and unjustified infliction of pain, injury or mental anguish or deprivation of food, shelter, clothing or services necessary to maintain said person's physical or mental health.
2. **Neglect:** The failure of someone who has assumed care or who has been employed to care for an elder or dependent adult to adequately provide food, clothing, medical care, shelter or needed services for that person (NRS 41.13954.(c)).
3. **Abandonment:** leaving an elder or dependent adult alone when a reasonably competent person would not have left such a person alone.
4. **Abduction:** removing an elder or dependent adult from this State without proper consent or preventing an elder or dependent adult from returning to this State.
5. **Isolation:** preventing an elder or dependent adult from receiving mail, telephone calls, or visitors.
6. **Mental Suffering:** fear, agitation, confusion, severe depression brought about by intimidation, threats, harassment, or deceptive acts made with malicious intent.
7. **Exploitation:** Any act taken by a person who has the trust and confidence of an older or vulnerable person or any use of a power of attorney or guardianship to obtain control over the money or assets of said persons with the intent to permanently deprive them of the use and benefits of said assets.

Appendix D

THE REPORTING and RESPONSE PROCESS

This section includes guidelines and expectations once a reasonably suspected allegation of abuse is identified. **Consultation (as soon as practicable) with an appropriate church officer (e.g. Minister or Elder) and the Presbytery of the Nevada policy.**

In responding to allegations of abuse or sexual misconduct, we seek healing and the assurance of the protection and dignity of all persons. Where possible, the privacy of persons is to be respected and allegations should be responded to as matters of highest confidentiality both before and after appropriate action has been taken.

Allegations against church members, attendees, officers, employees, and volunteers must be inquired into so that, if proven, corrective action can be taken to ensure the safety of all within our community of faith. Even if the accused is no longer connected with our church, we have the duty to hear the allegations and to take measures (such as education and policy) to prevent future occurrences of harm. Administrative handling of an allegation by the church does not negate the state's mandatory reporting requirements. Full cooperation with both civil and ecclesiastical investigations is expected.

The first person to learn of an incident(s) of sexual misconduct should not conduct an inquiry alone, but should ask the person making the allegation if they would be willing to put it in writing and get as much specific information as possible about it. (Appendix D may be used for that purpose.) If the person is unwilling or unable to make a written statement, any member of the PC (USA) may make the statement. If, following receipt of the statement, an investigation confirms that the alleged facts are true, that would trigger the Rules of Discipline of the Book of Order if of the alleged facts which, if proven true, would likely result in disciplinary action.

Although there are no time limits for allegations of sexual abuse (D-10.0401 (b)), once a charge is filed, it must be immediately forwarded to the Clerk of Session or the Stated Clerk of Presbytery, as appropriate, for prompt investigation.

Following the guidelines of D-10.0106, administrative leave is appropriate if there is some likelihood that a similar offense (as that alleged) may occur during the period of investigation and/or trial; or if it appears necessary to preserve the peace and purity of the congregation, related organization, or sponsored activity. Ordinarily, this action should only be taken in consultation with the Presbytery of Nevada. Administrative leave is preventative, not punitive as there is always a presumption of innocence. Pastoral care should be offered to the congregation, the alleged victim/accused and their families.

Please note that while certain persons are mandatory reporters (see Appendix C-I on mandated reporting), a church member or citizen can take similar actions to report and protect church members from abuse and mistreatment. In all cases involving a person associated with this church, immediate consultation is our policy guideline.

- "Reasonable suspicion" of abuse/misconduct is detected. It is important for legally mandated reporters to understand that their standard to report is typically low and thus they do not need to have proof of the allegation to report; however, they should have knowledge of or have observed what a reasonable person would find suspicious of abuse or misconduct. At this level, all mandated reporters are expected to seek consultation

immediately. A person does not have to be a mandated reporter to report suspected abuse or seek consultation.

- Appropriate reporting agencies:
 - Police
 - Child Protective Services (CPS)
 - Adult Protective Services (APS)
 - State of Nevada Child Abuse and Neglect Hotline: 1-800-422-4453
- If the safety of the suspected victim is of immediate concern, the appropriate reporting agency (see above) should be immediately contacted by telephone.
- If the safety of the suspected victim is not of immediate concern:
 - Consult with an appropriate church officer (e.g. Minister or Clerk of Session, Safe Church Coordinator, or Presbytery representative). As a general guideline, mandated reporters are charged with reporting within 24 hours unless for some reason this is not possible or may lead to additional harm to the suspected victim.
 - Following consultation, the report is then made to one of the above agencies. Most times the agency will require a written report within the following 36 hours on a form that can be downloaded off the internet. Each local agency likely has its own particular instructions which should be followed. **Always document the agency contacted, the contact person, the date and the time of the contact.** To the extent possible be prepared to supply the reporting agency with the following information:
 - Name, birthday or age, and sex of suspected victim
 - Present location of suspected victim (including address and phone contact if known)
 - Home address and phone of suspected victim if known
 - If suspected victim is a minor, then the home address and phone number of each parent/guardian if known
 - Name, birthday or age if known, and sex of suspected abuser
 - Address and phone of suspected abuser and present location if known
 - A brief narrative of the suspected abuse
 - If a mandated reporter, your name, phone contact and relationship to the suspected victim (if not a mandated reporter, you are not necessarily required to identify yourself, but they may want to know something about how the suspected abuse came to your attention, etc.)
- Make one photocopy of the report and submit via U.S. Mail or fax or as directed by the reporting agency. The photocopy is to be handled with prayerful protection and given in a sealed envelope to the appropriate church officer (Safe Church Coordinator, Clerk of Session or Presbytery of the Nevada representative, as appropriate). This document, as well as any other applicable documentation, is then kept according to the Recordkeeping guidelines in the main Safe Church Policy.

Appendix E
Suspected Sexual Misconduct Report Form

1. **Date of Report:** _____
2. **Reporter's Name:** _____
Address _____
City, State, and Zip Code _____
Phone Number (including area code) _____

3. **Alleged Victim's Name** (if other than reporter) _____
Address _____
City, State, and Zip Code _____
Phone Number (including area code) _____

4. **Name of Person suspected of misconduct:** _____
Address _____
City, State, and Zip Code _____
Phone Number (including area code) _____

5. **Name(s) of Other Person(s) involved:** _____
Address _____
City, State, and Zip Code _____
Phone Number (including area code) _____
(Witness or another alleged victim?) Circle appropriate choice(s).

Name: _____
Address _____
City, State, and Zip Code _____
Phone Number (including area code) _____
(Witness or another alleged victim?) Circle appropriate choice(s).

Name: _____
Address _____
City, State, and Zip Code _____
Phone Number (including area code) _____
(Witness or another alleged victim?) Circle appropriate choice(s).

6. Report of Suspected Sexual Misconduct

Describe incident(s) of suspected sexual misconduct, including date(s), time(s), and location(s). Please be as specific as possible and continue the back of this page or attach additional paper. Include all information that might be helpful, including any other people who may have further pertinent information.

APPENDIX F

Children and Youth Ministries Application Form - Adults

It is the goal of St. John's Presbyterian Church to create a safe and secure atmosphere for all children who participate in activities of this church. In this spirit, it is necessary to gather certain information from individuals offering paid or volunteer services involving children and youths. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities and will be maintained by standards of confidentiality.

Personal Information

Name: Date:	
(first) (middle) (last)	
Other name(s) you have been known by:	
Address:	
Telephone:	Email:
Date of Birth:	Social Security No:
CA Drivers License:	
Ministry Area: <input type="checkbox"/> Children's <input type="checkbox"/> Youth <input type="checkbox"/> Facilities <input type="checkbox"/> other: Description: <input type="checkbox"/> Leader <input type="checkbox"/> Assistant <input type="checkbox"/> Driver	

References List three references that are not related to you by birth or marriage. References that know of your work with youth or children are preferable. At least one reference must be a St. John's Presbyterian Church member.

	Reference 1	Reference 2	Reference 3
Name			
Title/Position			
Relationship to you (no relatives)			
Telephone (daytime and evening phone numbers when possible)			
Known how long?			
Office Use Only:			

Office Use Only

APPENDIX G

Children and Youth Ministries Volunteer Application Form - Minors

It is the goal St. John's Presbyterian Church to create a safe and secure atmosphere for all children who participate in activities of this church. In this spirit it is necessary to gather certain information from individuals offering volunteer services involving children and youths. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities and will be maintained by standards of confidentiality.

Personal Information

Name:			Date:		
(first)	(middle)	(last)			
Address:					
Telephone:			Email:		
Date of Birth:			CA Drivers License:		
Ministry Area: <input type="checkbox"/> Children's <input type="checkbox"/> Youth <input type="checkbox"/> Facilities <input type="checkbox"/> Other					

References

List three references that are not related to you. References that know of your work with youth or children are preferable. At least one reference must be a St. John's Presbyterian Church member.

	Reference 1	Reference 2	Reference 3
Name			
Title/Position			
Relationship to you (no relatives)			
Telephone (daytime and evening phone numbers when possible)			
Known how long?			

Appendix H

Pre-employment Screening Certification Questionnaire

Name: _____
First Middle Last

Address: _____

City, State, Zip
Code: _____

Phone: _____

Mobile: _____

Have you ever been known by any other name?

- No
 Yes, please provide other name(s):

Please complete the following certification:

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct; and, (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

Signature

Date

Name (Printed)

Note: If you are unable to make the above certifications, you may provide, in the space provided below, a description of the complaint, termination, or course of treatment you have been involved in, giving dates, names, and addresses of employers and physicians, the outcome of the situation, and any explanatory comments you care to add:



DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS

DISCLOSURE

In connection with your application for employment with _____ (including any independent contract for services and volunteer work) or when deciding whether to modify or continue your ongoing employment (if hired), _____ may obtain a "consumer report" and/or an "investigative consumer report" on you from Praesidium, Inc., a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history (if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to Praesidium, Inc. should be directed to Praesidium, Inc.; Consumer Disputes; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.

MAINE AND NEW YORK APPLICANTS OR EMPLOYEES ONLY: You have the right to inspect and receive a copy of your investigate consumer report requested by _____ by contacting the consumer reporting agency identified directly above.

AUTHORIZATION

I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by _____ at any time after receipt of this authorization and throughout my employment, or service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish Praesidium, Inc. or _____ with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

NEW YORK APPLICANTS OR EMPLOYEES ONLY: By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY: Please check this box if you would like to receive a copy of a consumer if one is obtained by the Company.

CALIFORNIA APPLICANTS OR EMPLOYEES ONLY: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.



The following is information required in order for _____ to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)	
STREET ADDRESS	CITY STATE ZIP
COUNTIES YOU HAVE LIVED WITHIN THE PAST TEN YEARS (USE BACK OF SHEET IF YOU NEED ADDITIONAL SPACE) (Circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY)	
SOCIAL SECURITY NUMBER	DATE OF BIRTH *
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
CONSUMER'S SIGNATURE	DATE

* This information will be used for background screening purposes only.

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

_____ (the "Company") intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an Investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.

The source of any credit report will be Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: in person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy to be sent to a specified addressee by certified mail, ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

Appendix J

Requirements for Motor Vehicle Drivers of Children and Youth

- 1 The following rules apply when transportation by volunteers is being provided for children or youth for designated church activities.
 - a. One of the designated leaders of the event must know the driver.
 - b. Driver must be at least 25 years of age and under 70 years of age.
 - c. Driver must have a valid Nevada driver's license for the vehicle being operated.
 - d. Driver must have proof of insurance.
 - e. Driver must sign an acknowledgment form indicating that they have read the Children and Youth Safety Policies and Procedures for Volunteers and will abide by the procedures.
 - f. The designated leaders of the event will not permit anyone to drive who appears to be under the influence of alcohol or drugs.
 - g. There must be at least three people in the vehicle, either two adults and one child or youth or one adult and two children or youth. A volunteer or employee may drive a single child or youth only with the prior permission of the parent of the child or youth.
- 2 The applicant must be clear for the past three years of the following: reckless driving, driving under the influence of drugs or alcohol, leaving the scene of an accident or other similarly serious offenses. The applicant's history of speeding violations and at-fault accidents will also be taken into account prior to approving them to become a volunteer driver.
- 3 A copy of the driver's valid unrestricted Nevada license and current automobile insurance policy declarations must be filed with the Church Office Coordinator, before a driver is approved to drive on church sponsored children or youth activities. Drivers must submit a copy of their insurance policy declarations to the church office annually, in January of each year.
- 4 All vehicles used to transport children and youth for designated church activities must be covered by a current automobile insurance policy with the following minimum coverages: liability insurance \$100,000/\$300,000; property damage \$50,000; medical coverage for passengers \$5,000.
- 5 All drivers are advised that in the event of an accident (by insurance rules), their insurance company is considered primary and the Church's insurance company is secondary.
6. Drivers are responsible for providing a safe vehicle, including but not limited to the following:
 - Minimum tread on tires (not bald or worn)
 - Seat belts for all passengers
 - Working lights, turn signals, mirrors
 - Appropriate spare tire, highway flares or reflectors
 - Normally operating engine
 - Normal interior and exterior
 - Normal mechanical systems, including steering and brakesIf the vehicle does not meet these safety expectations, it cannot be used to transport children or youth for designated church activities. It is the responsibility of the designated leaders of the event to decline the use of a vehicle that shows evidence of not meeting the above criteria.

7. The driver must confirm that all seat belts are fastened prior to departing and while the vehicle is in motion.
8. To drive a 10 passenger or more vehicle, the driver must have a current, valid Nevada Commercial Class B or Class A driver's license.

APPENDIX K

Vehicle Information

The following information must be provided by anyone that is volunteering to drive children or youth for church sponsored events or activities.

Vehicle(s) to be driven	
Manufacturer & Model	Manufacturer & Model
Year	Year
License Plate	License Plate
Registration Expiration	Registration Expiration
Insurance Company	Insurance Company
Policy Number	Policy Number

I declare that my driving record has been clear for the past three years of the following: reckless driving, driving under the influence of drugs or alcohol, leaving the scene of an accident or other similarly serious offenses.

Applicant Signature: _____

Print Applicant Name: _____

APPENDIX L

St. John's Presbyterian Church Safe Church Misconduct and Abuse Prevention Policy

Acknowledgment Receipt

I hereby acknowledge that I received on _____ (date) a copy of the St. John's Presbyterian Church Safe Church Misconduct and Abuse Prevention Policy, dated _____, and that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy, including but not limited to all forms of child abuse and elder abuse.

I attest that I have read and understand the mandatory reporter provisions of the Penal Code of Nevada which are stated in this document and the "duty to report" mandates of the constitution of the Presbyterian Church (USA) and that I will comply with those provisions.

Signature

Date

Name (Printed)

Note: This Acknowledgment should be re-affirmed at such times as amendments or revisions to the Policy are made and distributed.