

Myers Park Presbyterian Church

CHILD AND YOUTH PROTECTION POLICY

Approved by Session on January 22, 2007

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CHILD AND YOUTH PROTECTION POLICY

I. PURPOSE, APPLICABILITY, SCOPE AND POLICY TERMS

4 Purpose

5 This policy is intended:

- 7 • To be faithful to our baptismal vows as we seek to welcome children and remove stumbling blocks.
- 9 • To provide a safe and secure environment for children and youth at MPPC.
- 10 • To protect children and youth from sexual, physical, and emotional abuse while participating in MPPC activities.
- 12 • To provide a mechanism to deal with reported concerns and subsequent actions.
- 13 • To guide MPPC as an institution in the conduct of its employees and volunteers and prevent incidents and allegations of child abuse.
- 14 • To protect adult volunteers and employees from unwarranted allegations of child abuse.

17 This policy addresses five components of child and youth protection:

- 19 1. Screening applicants for employment and volunteer service for a history of behavior potentially detrimental to children and youth.
- 20 2. Training both employees and volunteers and children and youth in the child and youth protection policy and in appropriate supervision and chaperoning.
- 21 3. Reporting allegations and/or concerns regarding child and youth protection issues
- 22 4. Responding to allegations and/or concerns regarding child and youth protection issues.
- 23 5. Addressing known offenders as members of MPPC

27 Applicability

28 This policy applies to persons including MPPC employees and volunteers participating in all children and youth programs of MPPC, including but not limited to:

- 30 • Sunday school classes
- 31 • Extended Session
- 32 • Children and youth fellowship programs
- 33 • Weekday School
- 34 • Children and youth choirs
- 35 • Church sponsored retreats, mission trips, etc
- 36 • Vacation Church Camp
- 37 • Christian Life Center and its sponsored activities.
- 38 • Church sponsored athletic teams
- 39 • Cub Scouts, Boy Scouts, Girl Scouts
- 40 • Outreach, such as CROSS, community service, etc.
- 41 • Nurseries and child care

43 **Scope**

44 **Who is Covered by this Policy?**

45 This policy supercedes all prior MPPC child and youth protection policy statements.

46

47 All employees of Myers Park Presbyterian Church, including the staff of the Weekday
48 School, are governed by this policy, which relates specifically to the Personnel Manual's
49 reference to "Child Protection Policy." With regard to any employee(s) of MPPC, perceived
50 conflicts or ambiguities in interpretation and application of this policy shall be resolved by
51 the Director of Administration and Head of Staff.

52

53 Generally, MPPC does not directly control independent contractors, however, all
54 independent contractors who work with MPPC children and youth are governed by this
55 policy.

56

57 All volunteers of Myers Park Presbyterian Church who work with children and youth are
58 governed by this policy.

59 **What Does the Policy Require?**

60 1. All employees and volunteers shall abide by the Code of Conduct.

61

62 2. Each person must assume responsibility for his/her own actions in working with
63 children and youth and for attending training offered on child and youth protection.

64

65 3. An individual may be terminated from employment and/or volunteer service for
66 failure to observe and abide by this policy. This action may be taken regardless of
67 the outcome of any investigation if the Head of Staff, Director of Administration,
68 Personnel Committee, or Christian Education Council determine that the Child and
69 Youth Protection Policy and procedures have not been followed.

70 **Outside Groups Using MPPC Facilities**

71 All leaders of non-MPPC sponsored groups and events using MPPC facilities, which have
72 direct supervision of children and youth, are expected to adhere to these policies. Upon
73 receipt of the policy from MPPC, the leaders must review the Child and Youth Protection
74 Policy and sign the Outside Group Leaders Release Form to acknowledge their review of it
75 and to confirm their agreement to follow the policy. This includes but is not limited to groups
76 such as: AA, ALANON, NA, CODA, UNCC Reading Enrichment Programs, Birthday
77 Parties scheduled in the CLC, etc.

78 Given the nature of the outside groups that use MPPC facilities, MPPC will not perform
79 background checks, seek personal and professional references, review employment records,
80 or obtain civil and criminal records for such groups. Leaders of outside groups will be
81 invited to attend MPPC's frequently scheduled training classes and are expected to conduct
82 their own due diligence in this regard.

83

84 **Policy Terms (glossary):**

85 **Employee** – Any person who works for salary or wages at Myers Park Presbyterian Church
86 (MPPC) (e.g. staff, MPPC Weekday School employees, custodians.)

87 **Volunteer** – Any person who gives of their time and participates in a Myers Park
88 Presbyterian Church sponsored activity. Although at Myers Park Presbyterian Church
89 “volunteers” are called “disciples,” in this document, the word “volunteer” will be used
90 for “disciple.”

91 **Leader** – An adult member designated by the sponsoring organization, with responsibility
92 for children and/or youth. The adult must be a minimum of 18 years of age and at least 4
93 years older than the oldest child or youth they supervise. Leaders of overnight trips must
94 be at least 25 years of age.

95 **Church Sponsored Activity** - Includes any and all gatherings that arise from MPPC-
96 generated worship, educational, fellowship, administrative, pastoral, mission or
97 recreational events. These events include on-campus and off-campus gatherings.

98 **Child or Youth** – Persons under 18 years old and considered a minor under the law. This
99 term shall also include legally incompetent persons.

100 **Head of Staff** – the Pastor of Myers Park Presbyterian Church.

101 **Child and Youth Protection Review and Implementation Committee** - A Committee
102 appointed by the Christian Education Council which regularly reviews concerns, provides
103 appropriate feedback, and assists in the implementation of Child and Youth Protection
104 Policy and the associated Best Practices and Operating Procedures handbook. The
105 members of this committee are: Associate Pastor of Adult Education; Associate Pastor
106 for Children and their Families; Operations Manager; Associate Pastor / Director of
107 Student Ministries; Children’s Ministry Coordinator; Chair, Christian Education Council;
108 Chair, Student Ministries Committee; Chair Children’s Coordinating Team, Director of
109 Weekday School.

110 **Child and Youth Protection Steering Committee (The Steering Committee)**– A three-
111 person team appointed by the Christian Education Council to oversee the policy’s
112 implementation, to monitor compliance, to recommend policy changes and clarifications,
113 to provide frontline evaluation of concerns, making recommendations to the appropriate
114 decision-making persons/entities, and to provide routine interpretation and training.

115 **Adult Leadership Form** – This form tracks compliance of adult leadership for ministries
116 that supervise children and/or youth.

117 **Best Practices and Operating Procedures** — the handbook, maintained by the Child and
118 Youth Protection Review and Implementation Committee, providing practical guidance
119 for working with children and youth.

120 **Child Abuse** – A non-accidental injury or pattern of injuries to a child. Child abuse may
121 include:

168 5. For Volunteers: Any candidate for volunteer service who has a past conviction of or
169 pending proceeding addressing an allegation of child abuse or neglect cannot work with
170 children and youth at Myers Park Presbyterian Church. Active substance abuse or a
171 conviction for any of the following will automatically disqualify an individual from
172 volunteer service with children and youth: pedophilic behavior, incest, rape, assaults,
173 indecent exposure, pornography, sodomy, or abuse of a minor. The Christian Education
174 Council will inform any volunteer applicant denied the opportunity to serve with children
175 and youth the reason(s) for disqualification and how to access information relevant to the
176 decision.

177 **III. SUPERVISION**

178 **Two-Adult Policy**

179 At least two adults will supervise all church sponsored programs and activities involving
180 children and youth whether on or off campus. Adults must remain in sight of one another
181 at all times except in emergency situations. Since spouses cannot be compelled to testify
182 against one another in a court of law, husbands and wives count as one adult. Adults in
183 leadership roles are expected to avoid situations where they are alone with children and
184 youth by having leadership teams of at least two adults for all activities. The presence of
185 two or more adults prevents awkward circumstances where child abuse could occur or be
186 alleged, allows shared leadership, and facilitates appropriate discipline. This two-adult
187 policy extends to all overnight and off campus-related events. Under no circumstances
188 can one adult alone take or accompany children or youth on an overnight outing.

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191 Adults are to avoid being in a one-child, one-adult situation. If it is necessary for a child
192 to get home after an event, an effort should be made to contact the family and inform
193 them of the situation before transporting the child. This rule can be eased if other adults
194 are close by and can visually observe activities at all times. For example, it is permissible
195 for one adult driver to transport several children and youth in a single vehicle in a convoy
196 of vehicles traveling to or from an event.

197
198 When one-on-one interactions between children and youth and employee/volunteers are
199 necessary (e.g. in emergency situations or occasions of pastoral care), care must be taken
200 to conduct the meeting in an environment that provides visibility by other adults.
201 Another adult must have knowledge of the employee/volunteer's whereabouts and with
202 whom they are meeting.

203
204 In situations where it is necessary for an adult to be alone with a child (i.e. emergency
205 situations and pastoral care occasions) the adult should notify another adult before and
206 after the period during which he/she is alone with the child.

207
208 **Adult/Child/Youth Ratios**

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 - 211 ■ The required adult/child/youth ratios for chaperones for any ministry with
212 children or youth that is held within a contained classroom shall be 1:10,
however, best practices highly recommends 1:4. Gender balance is suggested.

- 213 ▪ The required adult/child/youth ratios for chaperones for any ministry with
214 children or youth that is held in the gym, outside, on the lawn or off campus shall
215 be 1:6. Gender balance is suggested.
216 ▪ The required adult/child/youth ratios for chaperones for overnight trips shall be
217 1:6, however, best practices highly recommends 1:4. Gender balance is required.

218 **Open Door Policy**

219 Doors to rooms in which children and youth are present are to remain open. If noise
220 increases to a level that disturbs other classes, the door may be shut as long as there is
221 clear glass in at least half the door, nothing impedes vision through the glass, and at least
222 two adults are present. Employees and volunteers are expected to avoid any situation in
223 which they could be alone with children and youth or out of sight of others except in
224 emergency situations. This is to protect:
225 a) children against situations in which abuse might occur, and
226 b) adults against false accusations of child abuse.
227

228 **Six Months Policy**

229 Any person in a leadership position with children or youth must have been a member of
230 MPPC for at least six months. Any exceptions must be approved by the Christian
231 Educational Council for each specific volunteer opportunity. No exceptions will be granted
232 for over night situations.

233 **Training for Adults**

234 All employees, all church officers, and any volunteers, who work with children and youth,
235 are required to attend a training session and sign the relevant documents regarding child and
236 youth protection. The church will offer regular training opportunities. This training will
237 include the following:

- 238
- 239 ▪ The need for the Child Protection Policy
 - 240 ▪ Definition of child abuse
 - 241 ▪ Preconditions for child sexual abuse to occur
 - 242 ▪ Definition of inappropriate conduct
 - 243 ▪ Church policies governing working with children and youth
 - 244 ▪ Two Adult Policy
 - 245 ▪ Open Door Policy
 - 246 ▪ Procedures for reporting allegations and/or concerns regarding child and youth
247 protection issues
 - 248 ▪ Procedures for responding to allegations and/or concerns regarding child and
249 youth protection issues
 - 250 ▪ Supervising and chaperoning children and/or youth
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252 Following successful completion of the above training and approval of their application,
253 employees and volunteers may be deemed eligible to work with children and youth at MPPC.
254 This eligibility must be renewed annually by submittal of a Recommitment Form. Training

255 sessions must be renewed every three years and background checks will be renewed every
256 six years.

257 **Training for Children and Youth**

258 Parents bear the primary responsibility for teaching their children about child and youth
259 protection and safety issues. Nonetheless, from time to time, MPPC may offer age-
260 appropriate educational opportunities for children and youth to provide them with necessary
261 information about child and youth protection issues, including their right to be free from
262 unwelcome and inappropriate touching or remarks, how to report their concerns, and church
263 policies regarding their safety. Parents will be advised prior to any such educational
264 sessions.

265

266 **Adult Leadership Form**

267 All departments that engage in ministries with children and/or youth are required to submit
268 an Adult Leadership Form to the CYP Steering Committee in order to document compliance
269 with this policy. This form tracks membership status, compliance with training, ensures
270 proper ratios, acknowledges background checks and transportation requirement compliance.
271 A separate form must be submitted for each activities, event, trip or ministry. If two different
272 age groups are attending the same ministry, two separate forms must be completed and
273 submitted. Overnight ministries must submit the ALF no later than one month before the
274 activity, event, trip or ministry. Non-overnight ministries must submit the ALF no later than
275 two weeks before the activity, event, trip or ministry.
276

277 **Code of Conduct**

- 278 1. MPPC employees and volunteers will not verbally, emotionally, physically or
279 sexually abuse children.
- 280 2. MPPC employees and volunteers will not discipline children by use of physical
281 punishment or by failing to provide the necessities of care.
- 282 3. MPPC employees and volunteers may use physical restraint only in situations
283 necessary to protect the child or others from harm.
- 284 4. MPPC employees and volunteers will provide proper supervision and exercise
285 sound judgment in providing a safe environment at all times.
- 286 5. MPPC employees and volunteers will avoid situations during MPPC programs
287 where they would be alone with a single child and cannot be observed or monitored
288 by others. As adults supervise children, they should space themselves in a way that
289 other adults can see them.
- 290 6. MPPC employees and volunteers are expected to observe the Two-Adult Policy and
291 Open Door Policy in their interaction with children and youth at all times except in
292 emergency situations.
- 293 7. Restroom supervision:
 - 294 • MPPC employees and volunteers will always use proper supervision when
295 children are using public bathrooms to ensure their safety.

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- MPPC employees and volunteers will call on leaders who may be “floating” from room to room to assist with restroom supervision in order to maintain the two-adult rule.
 - MPPC employees and volunteers will make sure suspicious or unknown individuals are not occupying the restroom before allowing children to use the facilities.
 - Children will be sent in pairs, and whenever possible, with MPPC employees and volunteers. MPPC employees and volunteers will stand in the doorway while children are using the restroom in visual sight of another adult. This policy allows privacy for the children and protection for the MPPC employees and volunteers (i.e. not being alone with a child).
 - If MPPC employees and volunteers are assisting younger children, doors to the facility must remain open.
8. MPPC employees and volunteers will respect the rights of children and youth not to be touched in ways that make them feel uncomfortable, and their right to say no. Adults will discourage children from touching others in an inappropriate manner.
 9. MPPC employees and volunteers should be alert to the physical and emotional state of children entering the program. Any signs of injury or possible child abuse must be reported to the Associate Pastor for Children and their Families or the Director of Student Ministries who will report to the Head of Staff or the Director of Administration of MPPC.
 10. MPPC employees and volunteers should release children only to the authorized parent, guardian, or other individual authorized in writing by the parent or guardian.
 11. Using, possessing, or being under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs during church working hours or church sponsored programs is prohibited.
 12. Smoking is allowed only in designated areas. Smoking or use of tobacco during church programs is prohibited.
 13. Profanity, inappropriate language or jokes, and any kind of harassment in the presence of children or parents is prohibited.
 14. MPPC employees and volunteers will not share inappropriate details of their personal life or ask children to share inappropriate details through any form of communication: written, verbal or electronic.
 15. MPPC employees and adult volunteers may not date program participants under 18 years of age.
 16. Because gift giving can be a form of “buying” silence or loyalty, gift giving must be done on a group basis and for specific occasions only (e.g. baptism, 3rd grade Bibles, confirmation and graduation). MPPC employees and volunteers are not allowed to give gifts to individual children or youth without knowledge and permission of parents and MPPC minister / department head.
 17. MPPC employees and volunteers are required to read, sign and adhere to all policies related to identifying, documenting, and reporting child abuse and attend training sessions on the subject, as instructed by a supervisor.
 18. MPPC employees and volunteers are required to report to the Head of Staff or Director of Administration any circumstances that under this policy affect their ability to work with children and youth.

342 **IV. REPORTING**

343 The law and this MPPC policy make the responsibility for reporting Child Abuse and
344 Suspicions of Child Abuse very clear. See Section IV and V of this policy for guidance and
345 direction regarding reporting of and responding to Child Abuse and Suspicions of Child
346 Abuse
347

348 **A. Allegations**

- 349 1. Every employee and volunteer of Myers Park Presbyterian Church is required to
350 report any situation which presents a suspicion that child abuse may have
351 occurred. Such report shall be made to the Associate Pastor for Children and their
352 Families or the Director of Student Ministries, in no case more than 24 hours after
353 such occurrence, who will report to the Head of Staff or the Director of
354 Administration.
- 355 2. Any report of child abuse made by a child about their care by a parent, guardian,
356 youth, adult, or MPPC staff employee or volunteer, despite how unlikely such
357 report may seem, must be relayed to the Associate Pastor for Children and their
358 Families or the Director of Student Ministries who will report to the Head of Staff
359 or the Director of Administration of MPPC.
- 360 3. The Head of Staff or Director of Administration shall, as required by law, report
361 the situation to the Mecklenburg County Department of Social Services or other
362 local authorities for investigation.
- 363 4. All concerns and reporting shall be kept confidential.
364

365 **B. Concerns**

366 From time to time issues arise regarding the conduct of our children, youth and adults
367 at MPPC, the Children and Youth Ministry Programs and the adults involved in
368 Children and Youth Ministry that are not clearly abuse related issues but impinge
369 upon child and youth protection and safety, but that may require attention and review.
370 Sometimes patterns and trends of a questionable nature may be noticed. This section
371 provides a means to report such issues other than Child Abuse in a manner that will
372 assure the issues, patterns, or trends are recorded for subsequent review, addressed,
373 and resolved.
374

375 Examples of issues reported might include:

- 376 • child and youth safety such as transportation issues, behavior issues, safe
377 swimming conduct, etc., during Children and Youth Ministry activities
- 378 • inappropriate conduct by adults during MPPC sponsored activities such as
379 inappropriate language, dress, conduct, safety, leadership, discipline,
380 substance abuse, etc.
- 381 • inappropriate conduct by children or youth during MPPC sponsored
382 activities such as inappropriate language, dress, conduct, safety, leadership,
383 discipline, substance abuse, etc.
- 384 • lack of adherence to the Child and Youth Protection Policy
- 385 • observations of inappropriate class or group conduct or activities during
386 MPPC sponsored events for Children and Youth
- 387 • potentially inadequate, inappropriate, or unwise leadership of children and
388 youth Ministry Activities

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1. All adults, youth and children are encouraged to report any issues are to be reported as soon as possible to the responsible adult leadership at the time the issue is observed. It is important to bring issues of safety to the attention of responsible adults as soon as possible. Such notification may be oral.
2. When it is appropriate or more comfortable, anyone who wishes to have an concern addressed is encouraged to bring the issue to the attention of the Associate Pastor for Children and Families and/or the Director of Ministry with Youth and Families or the chairs of the appropriate age group Ministry Committees either verbally or in writing. All disciples are encouraged to be responsible in identifying issues and it is desirable that such concerns bear the name of the originator.
3. Specific concerns related to numbers IV B., 1 and 2 above should be communicated to the Child and Youth Protection Policy Steering Committee in a timely manner. The Steering Committee is available to hear concerns from any member or employee of MPPC related to protection and safety concerns of children and youth.
4. MPPC maintains a box for suggestions and concerns outside the church office where any adult or youth can anonymously report any concern or issue. You may also send concerns to concerns@myersparkpres.org realizing that email messages are not necessarily anonymous.

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V. RESPONDING

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A. Allegations

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In the event of an allegation of child abuse, the following procedures shall be followed at Myers Park Presbyterian Church:

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1. Every allegation shall be taken seriously. Adequate care, respect, and confidentiality shall be offered to alleged victims and perpetrators until the allegation is substantiated or cleared.
2. The Director of Administration will immediately contact the MPPC attorney and liability insurance carrier.
3. In consultation with the MPPC attorney the following may be appropriate:
 - a. The Head of Staff may notify the parent(s) or legal guardian of the alleged victim.
 - b. The Head of Staff and/or the Director of Administration may notify the accused individual.
4. Written documentation, relating to the matter, shall be kept in a confidential file.
 - a. The Head of Staff, Director of Administration and/or the Personnel Committee may complete an internal investigation in addition to that which will be carried out by the authorities, following the required notifications.
 - b. An individual accused of child abuse may be placed on leave from his/her responsibilities at the discretion of the Head of Staff, Director of Administration or Personnel Committee. For employees, this may be with or without pay.
 - c. To protect the child or youth from further possible abuse or harassment, MPPC will prohibit the accused individual access to the alleged victim and other children and youth in ministries sponsored by MPPC.
 - d. In the event of an unsubstantiated allegation, the Head of Staff or the Director of Administration will make a determination as to whether the individual will

- 436 be allowed to return to work as an employee or volunteer at the Church. They
437 will consider the individual's likely effectiveness in working with
438 children/youth following an allegation and investigation of child abuse. An
439 employee has the right to appeal the decision to the Personnel Committee. A
440 volunteer has the right to appeal the decision to the Clerk of Session who will
441 address the situation with the Session in the appropriate time and manner.
- 442 5. MPPC employees and volunteers are expected to cooperate fully with the
443 investigation authorities, such as the Child Protective Services Unit of the Department
444 of Social Services, with guidance from the MPPC attorney.
 - 445 6. All MPPC employees and volunteers will refer any inquiries regarding the situation to
446 the Head of Staff. The Head of Staff, or his/her designee, shall be the only person
447 authorized to release any information regarding an allegation except where the law
448 requires others to release information, such as to a protective services investigator or
449 a police officer.
 - 450 7. All MPPC employees and volunteers are expected to avoid denial, minimization, or
451 blame during the period of investigation of the allegation.

452 **B. Concerns**

- 453 1. Every report of a concern regarding the children or youth of MPPC shall be evaluated
454 to determine if it in fact represents a report or a suspicion of Child Abuse. Such
455 concerns will be processed as described by this policy.
- 456 2. The Child and Youth Protection Steering Committee shall evaluate any report of a
457 concern related to child and youth protection and safety, even if it does not fall under
458 the legal definition of abuse or its suspicion, to assure proper follow up on the issue.
- 459 3. All concerns reported shall be documented and maintained for long term review of
460 notable trends or patterns of unacceptable activity by the Steering Committee. If a
461 trend or pattern develops the Steering Committee will report to the Child and Youth
462 Protection Review and Implementation Committee. If a conflict of interest is noted
463 during the review, other church staff will perform the review.

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465 Over a longer term, the file of written concerns shall be reviewed in summary form
466 by the Child and Youth Protection and Review Implementation Committee.

467 **VI. ADDRESSING KNOWN OFFENDERS WHO ARE MEMBERS**

468 At Myers Park Presbyterian Church, we seek to live in covenant with God and with one
469 another and to be a redemptive community to all who are members. We also acknowledge
470 that redemptive action and responsible action can, at times, be in tension or even in seeming
471 opposition. We embrace this fact as a natural part of seeking to be the church in the world.
472 We adopt these procedures for ministering to those among us who are known offenders of
473 children and youth while maintaining our focus on protecting the children and youth of our
474 church

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476 1. Known offenders are required to make their status and any terms of probation
477 known to the Head of Staff.
- 478 2. The Head of Staff will appoint a group of 3-5 members to establish appropriate
479 boundaries, in writing, governing the life of the offender within the church,
480 including areas on campus where he/she may go unaccompanied. Group members
481 will receive training in protection of children and youth and in dealing with known

- 482 offenders. No decisions made by this group will conflict with any provisions of the
483 MPPC Child and Youth Protection Policy.
- 484 3. The known offender will give written acknowledgement and acceptance of MPPC's
485 Child and Youth Protection Policy and of the boundaries imposed.
 - 486 4. At no time is a known offender to be assigned to ministries with children and youth.
 - 487 5. At no time is a known offender to congregate with children and youth.
 - 488 6. At no time is a known offender allowed in areas of the church or grounds dedicated
489 to children and youth or in use primarily by children and youth.
 - 490 7. As circumstances warrant, the Head of Staff may identify a known offender to
491 church employees and volunteers whose ministries should be informed of this fact.
 - 492 8. Known offenders will receive the normal pastoral care afforded any member.
 - 493 9. Should a known offender disregard the terms established in this policy, or should a
494 known offender disregard any boundaries or conditions set by the Head of Staff and
495 his/her appointed group, the violation will be handled through the Rules of
496 Discipline in the Constitution of the Presbyterian Church (U.S.A.).
497
498

— END OF POLICY —

**Myers Park Presbyterian Church
Charlotte, North Carolina**

Employee and Volunteer Ministry Application Form

This application form is to be completed by all employees and those desiring a ministry position involving the supervision or custody of children and/or youth. This form will be completed at the onset of ministry and resubmitted every six years. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Home Phone _____ Work Phone _____

Occupation _____ Place of Employment _____

How long at this address? _____ If less than five years, give previous address
and number of years:

Years _____ Address _____

MPPC member since _____

List (names and addresses) other churches you attended regularly during the last five years.

What leadership / volunteer experience have you had with children / youth? (Be specific, where possible included dates and place if not at MPPC.)

Please list any other MPPC ministries in which you are involved.

NOTE: CONFIDENTIAL INFORMATION — TO BE USED ONLY AS STATED IN POLICY

Social Security Number _____ Birth Date _____

Driver's License Number _____ State _____

Have you ever been convicted of or pled guilty or nolo contendere (no contest) to traffic violation(s) in the last five years? _____ If yes, please describe all convictions for the past five years and any conviction resulting in the suspension of you license, whether or not within the past five years.

Do you have any medical training or are you CPR certified? _____

Is there any health related reason that would keep you from effectively working with or cause any potential harm to children? _____ If yes, please explain. _____

Personal References: (Must be over 18 years old and not related to you.)

Name _____

Address _____

Phone _____ Relationship _____

Name _____

Address _____

Phone _____ Relationship _____

The questions listed below are necessary in order to help ensure a safe and secure environment for our children and for the protection of our volunteer and/or paid staff. All information is held strictly confidential.

Please answer these questions. If you have any concerns regarding the questions, please consult with the appropriate age group minister:

	Yes	No
Have you been convicted for the use or sale of drugs?	_____	_____
Have you been hospitalized or treated for alcohol or substance abuse?	_____	_____
Have you been arrested for a criminal offense excluding minor traffic violations?	_____	_____
Have you been arrested or convicted for any sexually related crimes?	_____	_____
Have you ever been denied participation in supervising youth activities in any organization?	_____	_____

Please explain any yes answers.

Applicant's Statement

The information contained in this application is correct and complete to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to give you any information they may have (including employer's opinions) regarding my character and fitness for working with children or youth and I hereby release all such references, churches, or other organizations from liability for damages of whatever kind or nature that may result from furnishing such evaluations to you. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to follow the Child and Youth Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of the church. I understand that any violation of this Code of Conduct or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

I have no past conviction of or pending proceeding addressing an allegation of child abuse or neglect.

I authorize that a Criminal and Civil Records Check may be conducted on me and that any information which pertains to any record of convictions contained in police files or any criminal or civil file maintained on me, whether state or local, be released to the church. In so authorizing, I release any law enforcement agencies, Myers Park Presbyterian Church or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

I acknowledge that I have read the MPPC Child and Youth Protection Policy and have received copies for my personal use.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT IN EXCHANGE FOR THE OPPORTUNITY TO SERVE AS AN MPPC EMPLOYEE OR VOLUNTEER. This is a legally binding agreement, which I have read and understand. I understand that the personal information will be held confidential by the professional church staff.

Applicant's Signature _____ Date _____

**Myers Park Presbyterian Church
Charlotte, North Carolina**

Employee and Volunteer Recommitment Form

This renewal of commitment form is to be completed annually by all employees and those desiring a ministry position involving the supervision or custody of children and/or youth. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____ Date _____
 Last First Middle

Address _____
 Street City State Zip

Home Phone _____ Work Phone _____

Occupation _____ Place of Employment _____

In the past year, are there pending, or have you been convicted of, or pled guilty or nolo contendere (no contest) to any criminal charges that effect your eligibility to work with children and/or youth. If yes, please describe

Do you have any medical training? _____

Are you CPR certified? _____

Is there any health related reason that would keep you from effectively working with or cause any potential harm to children? _____ If yes, please explain. _____

Please list the MPPC ministries in which you are currently involved.

Applicant's Recommitment Statement

The information in this Recommitment Form is correct and complete to the best of my knowledge.

I acknowledge that I have read the MPPC Child and Youth Protection Policy and have received copies for my personal use. I agree to follow the Child and Youth Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of the church. I understand that any violation of the Code of Conduct or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

Applicant's
Signature _____

Date _____

