Christian Layman Church
Safe Congregation Program
Policies & Procedures

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Christian Layman Church
Meeting at Grand Ave. SDA Church
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Oakland, CA
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Christian Layman Church
Safe Congregation Program Policy and Procedures
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Christian Layman Church
Safe Congregation Program
Mission Statement

In recognition of the spiritual and public trust given this faith community, Christian Layman Church is committed to being a true sanctuary, both nurturing and protecting all participants in its activities, including members and visitors. Worship of God requires openness, trust, intimacy, vulnerability, and a safe, supportive community. Recognizing the many intentional and unintentional ways that we may harm ourselves and others, we commit ourselves to maintaining policies and procedures to create a safe environment for all who participate in our programs. Our purpose is to conduct ourselves with the highest integrity so that our children and youth are protected from abuse, and our Ministers from false accusations.

Accordingly, the congregation will establish policies, screen and train staff and volunteers, and educate the congregation about sexual misconduct, physical abuse, discrimination and harassment, including legal reporting requirements.

These procedures will be reviewed regularly by the Board of Directors to correspond with changes in civil law and to assure diligence in addressing these policies in our congregational community.
Definitions

**Minister:** a person authorized by the church to carry out its ministry. Ministers include elected or appointed leaders of the church, employees, and volunteers.

**Ministerial Relationship:** the relationship between one who carries out the ministry of the church and the one being served by that ministry.

**Authorized Minister:** adult who is screened, background checked, and trained.

**Children / Minors:** any individuals under the age of 18.

**Youth:** this term may be used to refer to children age 12-17.

**Adult:** any individual at least 18 years of age.

**Authorized Driver:** a minister who complies with Authorized Driver Policy.

**Sexual Exploitation:**

Refers to any of the following:

1. Conduct involving matter depicting a minor engaged in obscene acts in violation of California Penal Code Sections 311.2 (preparing, selling, or distributing obscene matter) or Section 311.4(a) (employment of minor to perform obscene acts);
2. Any person who knowingly promotes, aids, or assists, employs, uses, persuades, induces, or coerces a child, or any person responsible for a child's welfare, who knowingly permits or encourages a child to engage in, or assist others to engage in, prostitution or a live performance involving obscene sexual conduct, or to either pose or model alone or with others for purposes of preparing a film, photograph, negative, slide, drawing, painting, or other pictorial depiction, involving obscene sexual conduct; or
3. Any person who depicts a child in, or who knowingly develops, duplicates, prints, or exchanges, any social or electronic media, film, photograph, video tape, negative, or slide in which a child is engaged in an act of obscene sexual conduct.
Definitions

Harassment: unlawful harassment is conduct that creates an environment that is hostile, offensive, or intimidating to another person and is made that way on the basis of his or her sex, race, color, ancestry, national origin, physical or mental disability, medical condition, age, or marital or veteran status. Sexual harassment is specifically defined as unwelcome sexual advances (either verbal or physical), requests for favors, and other verbal or physical conduct of a sexual or gender-based nature when submission to such conduct is made a condition of an individual’s instruction, employment, or participation in any church activity, submission to or rejection of such conduct by an individual is used as the basis for employment or church-related decisions affecting the individual, or such conduct has the purpose or effect of interfering with an individual’s performance or participation in church activities or creating an intimidating, hostile or offensive environment. For more detailed information and application of this definition in the context of an individual’s employment with the church, please contact the church office.

Child abuse: any act or failure to act that endangers or harms a child’s physical, psychological or emotional health and/or development.

It includes:

- Physical injury which is inflicted by other than accidental means on a child by another person.
- Sexual abuse, including both sexual assault and sexual exploitation.
- Willful harming or endangering of a child.
- Unlawful corporal punishment or injury.
- Neglect, including both severe and general neglect.

Physical abuse: any act which results in a non-accidental physical injury.

Neglect: is essentially the negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to the child’s health or welfare.

Sexual abuse: is defined as acts of sexual assault on and/or the sexual exploitation of minors.

Emotional abuse: may include verbal assault (belittling, screaming, threats, blaming, or sarcasm), unpredictable responses, continual negative moods, constant family discord, and double-message communications.
Christian Layman Church
Safe Congregation Program
Sexual Purity Policy

Christian Layman Church affirms that sexuality is a gift and blessing from God that, like all gifts, must be properly stewarded. Christian chastity affirms fidelity in marriage and celibacy in singleness.

Sexual intimacy between an adult and a child is always wrong, and is considered abuse. Sexual intimacy between consenting adults and individual sexual behaviour must conform to biblical standards.

We make every effort to create and maintain an environment which supports and encourages the practice of Christian chastity.

Ministers who struggle with desires or behaviors outside the bounds of biblical sexuality are encouraged to share this information with their ministry supervisor. We also encourage ministers in this position to seek help from within the church, and when appropriate to seek professional help as well. CLC will attempt to provide, concrete help, prayer, support and encouragement towards repentance and restoration in the event that a breach of these purity standards occurs. However, should a breach of these standards occur, the minister(s) involved may be required to relinquish their ministerial position within CLC.

Scripture (this is a partial list of scripture references from which we derive our policy):
Christian Layman Church  
Safe Congregation Program  
Policy Concerning Abuse Prevention  

Policy Prohibiting Abuse, Exploitation, and Harassment  
As a community of Christian faith, Christian Layman Church is committed to creating and maintaining programs, facilities, and a community in which members, friends, staff, and volunteers can worship, learn, and work together in an atmosphere free from all forms of abuse, discrimination, harassment, exploitation, and intimidation. All persons associated with CLC should be aware that the church is strongly opposed to sexual exploitation and harassment, including sexual harassment, and that such behavior is prohibited by church policy. Also prohibited is discrimination, abuse, exploitation, and intimidation based on race, color, age, gender, national origin, physical ability, or any category protected by state or federal law. It is the intention of the church to take action to prevent and correct behavior which is contrary to this policy and, if necessary, to discipline those persons who violate this policy, in accordance with both this policy and applicable laws.

Ministerial Conduct  
Consistent with our understanding of the priesthood of all believers, all pastors, employees, elected and appointed lay leaders, and volunteers are Ministers to the congregation. The term “Minister” is hereafter used to refer to any and all of these individuals.

It is important that every Minister to the church be adequately prepared and educated for the ministry in which he or she serves others, and to understand the ways in which his or her use or misuse of authority may impact others.

It is the policy of Christian Layman Church to encourage its Ministers to nurture safety within Ministerial Relationships by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Sexual exploitation or harassment, including sexual harassment, of members or others by Ministers is unethical behavior and will not be tolerated within this congregation. In addition, Ministers will not engage in discrimination, exploitation, or intimidation based on race, color, age, gender, national origin, or physical ability, or any other category protected by state or federal law.

It is expected that Ministers will submit to the established screening procedures and participate in the required trainings to safely carry out their ministries.
Requirements for Commencing and Continuing Ministry

Before beginning their duties, all Ministers who plan to work with children and/or youth will submit an application and disclosure form substantially similar to the sample in Attachment 1.

Before beginning their duties, all Ministers will be personally interviewed to assess the suitability of their character and qualifications for the position they seek. References also will be checked.

The church will conduct a registered sex offender review for all Ministers by searching on Office of the Attorney General - Megan's Law website - www.meganslaw.ca.gov and a reputable ID verification and background screening company.

The church also will conduct certain background checks on Ministers including but not limited to: social security verification and validation, county felony & misdemeanor criminal records search, and national criminal report search. The church also will conduct a Motor Vehicle Report on all persons who want to serve as Authorized Drivers.

This process will be repeated every three years for as long as the minister is active.

Screening Standards

A. All Ministers who work with children and youth will complete and submit a disclosure document in a form substantially similar to the sample in Attachment 1. Volunteers and staff who work with children and youth will sign a covenant substantially similar to the sample in Attachment 4. If driving children or others for church programs in private vehicles, Ministers also will complete and submit a transportation agreement substantially similar to the sample in Attachment 5.

B. The church will conduct a registered sex offender review for all adults who work with children at CLC, either as volunteers or as paid staff, via the Attorney General’s Office - Megan Law’s website (www.meganslaw.ca.gov) and a reputable ID verification and background screening company. This includes non-church members who volunteer in any of our programs for children.

C. In addition to the above, the church will conduct a criminal record check for all paid staff, including program staff and other staff, and for adult volunteers who work with children at CLC. This includes non-church members who volunteer on a regular basis (at least once per month) in any of our programs for children.
D. Youth (age 12-17) who work with children of any age must:
   - Submit at least 2 references or have participated in CLC programs for a minimum of 6 months.
   - Be supervised by an adult who has met screening standards A, B, and C, and training standards A, B, and C.

E. Adults who volunteer occasionally (less than once per month) or on a drop-in basis may work with children only in the same physical location as at least one adult who has met screening standards A, B, and C.

F. Confidentiality:
   The applicant's authorization form, the information contained in it or her application, the results of the background and reference checks or the refusal of any applicant to participate in a program or activity in lieu of such disclosure requirements, and any suspected abuse incident report will be maintained in confidence on file at the church and will not be disclosed without the applicant's written permission, except to those persons with a need to know the information or as may be required by law.

Training Standards
A. Adults and youth who lead church programs or who work with children on a regular basis (at least once per month) at CLC will be trained in First Aid, CPR, and emergency response. CLC will make every attempt to have at least one person trained in these areas present at all church events.

B. In addition to the above, training in child abuse, prevention, and reporting is required for CLC clergy, for program staff, and for adult church member volunteers who work with children on a regular basis (at least once per month). CLC will make every attempt to have at least one person trained in these areas present at all church events.

C. All trainings are to be renewed every two years or at an interval recommended by the training organization.
Additional Requirements and Standards for Ministry with Minors

CLC is committed to creating a safe and healthy environment in which young people and others can learn about and experience God’s love. In order to promote this, we have established the following guidelines in addition to the general requirements for ministry to the church.

- We expect that adults who work with minors will have been members of Christian Layman Church for at least six months or, if not members, regularly and frequently associated with CLC for at least a year.
- All volunteers and employees who regularly work with minors will receive orientation and ongoing training regarding our Safe Sanctuary Policies and Procedures.
- We strive to assure guest speakers, entertainers or others who may work with our children or youth only occasionally are accompanied by at least one Authorized Minister whenever they are with our children or youth.
- It is the policy of the church to provide adequate supervision and safeguards for all activities. CLC will make every attempt to have at least two Authorized Ministers present with children and youth.
- Authorized Drivers for children and youth using personal automobiles are subject to the Authorized Driver Policy [See below]. In addition, CLC will make every attempt to have at least two Authorized Ministers present in automobiles with children and youth.
- Written consent of one parent or guardian of a minor will be required for all activities off the church property and any overnight activities. See Attachment 2.
- Restroom procedures for young children:

  Children should use the restroom in their classroom if one is available. For a child who needs assistance or supervision, an adult worker first should check the restroom stall to be sure it is vacant, then allow the child inside. If other adults are present in the restroom, the Worker should remain outside the stall. If the restroom is empty, the Worker should remain outside the restroom. If a child is taking longer than necessary, the Worker should open the restroom door and call the child’s name to inquire if he or she needs assistance. A Worker who is of the same gender as the child may provide assistance as necessary after ensuring that the restroom stall door remains open and, if at all possible, the restroom entrance door is open as well. For the protection of all persons involved, Workers should never be alone with a child in a restroom with the door closed and never be in a closed restroom stall with a child. Parents are strongly encouraged to have their children visit the restroom prior to entering child care or participating in a class or activity. Diapering of infants and toddlers must be done in the presence of another adult. Diapering will be done in the classroom if at all possible.
Authorized Driver Policy

Authorized Drivers must:
1. Submit a signed application and meet screening requirements.
2. Be 21 years of age or older. (People under 21 will not be considered authorized drivers.)
3. Provide CLC with a copy of their driver’s license.
4. Annually provide CLC with a copy of the declarations page of their auto insurance.
5. Grant permission for CLC to conduct an annual DMV report.
6. Have a “CLEAR” or “CLEAN” DMV record.
7. If DMV record is not “CLEAR” or “CLEAN”, receive documented permission to drive from the Pastoral staff. A staff or board member may request permission for a Minister to drive under the following conditions:
   i. The driver is 25 years of age or older;
   ii. The driver has only one incident on his or her record within the last 3 years; and
   iii. There is consensus by the pastoral staff to grant permission to drive.

Requests on behalf of a younger driver or one with multiple incidents within the last 3 years on their record will not be considered.

8. Be 25 years or older to drive on CLC sponsored non-domestic missions trips.

Program Site Standards

The following standards are to be met in each program of CLC, especially those that serve children:

A. Program leaders meet screening standards A, B, and C and training standards A, B, and C.

B. Adequate adult/child ratios are determined and maintained.

C. There are windows in which a person walking by can look into the classroom or a door is left open.

D. A First Aid kit with instructions is kept in the program area.
Policy Regarding Registered Sex Offender in the Congregation

A Registered Sex Offender is any person who has been convicted of a sexual offense and is now required to register his/her whereabouts with local law enforcement. Megan’s Law allows the public to have information about the whereabouts of Registered Sex Offenders.

CLC is a welcoming church that both nurtures and protects its members and visitors. In the event that a known Registered Sex Offender is a visitor or member in the life of the congregation, the following policy will be used.

1. If the convicted sexual offense involves a member of the congregation, the Registered Sex Offender may be asked to leave the membership.

2. There will be consultation among the Board, appropriate staff, and key volunteers about the specific policy regarding the Registered Sex Offender.

3. The specific policy will address ways of limiting the exposure of the Registered Sex Offender to vulnerable populations.

4. At least one pastor and an officer of the Church (Board Chair, Vice Board Chair, Treasurer, or Secretary) will meet with the Registered Sex Offender to inform him or her of the specifics of the policy.

5. The Lead Pastor and an officer of the Church will enter into a covenant with each Registered Sex Offender. This covenant will document the Registered Sex Offender’s conviction and will outline the policy specific to his or her conviction history and attentive to the safety needs of CLC.

6. The Registered Sex Offender may be restricted from access to the church campus and may be barred from all congregational activities if he or she refuses to sign the covenant, if he or she refuses to comply with its stipulations, or if in the judgment of a pastor, the Registered Sex Offender’s behavior threatens the safety of any person at CLC.

7. The Registered Sex Offender’s participation in worship may be limited to exclude positions of authority, or assumed authority, such as ushering or any position of real or assumed authority over children.

8. There will be consultation with congregants who need to know about the status of the Registered Sex Offender and the congregation’s policy, such as with families of children or youth.

9. This policy is designed to help the Registered Sex Offender avoid temptation, not to punish him or her.

10. The Registered Sex Offender may be offered counseling and support by staff and/or volunteers in the congregation. He or she also may be given information about supportive services and counseling outside the congregation.

11. The congregation may make any other provisions deemed necessary to appropriately protect and care for members of the congregation.
Christian Layman Church
Safe Congregation Program
Procedures for Handling Complaints

Any member or guest of CLC is encouraged to act without hesitation or fear of reprisal if he or she witnesses, experiences, or hears about a situation involving abuse, harassment, or exploitation. When in doubt about the way to proceed, any member or guest may contact the Lead Pastor, Board Chair, or Pastors or Directors of Children or Youth Ministries. Church staff and volunteer leaders will then follow through on the complaint according to the following procedures.

I. Response to a Report of Child Abuse

In accordance with all legal requirements (per Penal Code Section 11164, et seq.), any mandated reporters, including staff members of CLC, shall make a report to appropriate authorities, including but not necessarily limited to the Alameda County Department of Children and Family Services, if at any time he or she has knowledge or reasonably suspects that a minor may be abused or neglected. Any other person who is not a mandated reporter and who has knowledge or reasonably suspects that child abuse or neglect has or will occur, is strongly encouraged to report the matter to the authorities and/or one or more of the following:

- Lead Pastor
- Associate Pastors
- Pastor or Director of Children’s Ministry
- Pastor or Director of Youth Ministry

Church staff will then take appropriate action in a timely manner. A Response Team may be formed if needed. A Response Team with no fewer than two members, one male and one female, will be established by the Board of CLC in the event of any complaint under its adopted statement of policy. The Response Team will familiarize itself with the terms of this policy, and report to the Board its findings. Reasonable suspicion of child abuse must be reported immediately (or as soon as practicable) by phone and via a written report sent within 36 hours. The local Child Abuse Hotline currently is: (510) 259-1800.

A written summary of the Board's proceedings in such cases will be maintained. Records will be maintained in a confidential manner. Also, records will be maintained for at least three years from the date of the alleged abuse- longer if the victim is a minor. In the case of a minor, records will be maintained until at least seven years after the minor turns 18.

Any church employee required to make a mandated report pursuant to California Penal Code section 11166 is not required to disclose his or her identity to his or her employer.
II. Response to a Report of Discrimination, Harassment or Exploitation

A. A Response Team with no fewer than two members, one male and one female, will be established by the Board of CLC in the event of any complaint under its adopted statement of policy. The Response Team will familiarize itself with the terms of this policy and will follow these procedures of CLC for dealing with a complaint of alleged sexual exploitation, sexual harassment, or other forms of harassment. Other forms of harassment include discrimination, exploitation, or intimidation based on race, color, age, gender, national origin, physical ability, or any other category protected by state or federal law.

B. Several approaches may be taken in addressing incidents of alleged exploitation or harassment:

1. The complainant can attempt to resolve the matter directly with the respondent (the individual accused of exploitation or harassment).

2. The complainant can report the incident to a pastor of the church, in an effort to resolve the matter informally.

3. If an informal resolution of the complaint does not seem wise, appropriate, possible, or is unsuccessful, the complainant may request that the Response Team institute formal proceedings which shall include the following steps:

   a. The Response Team shall advise the Lead Pastor and Board Chair of the receipt of all complaints and shall keep them apprised of ongoing steps and actions taken. If either the Lead Pastor or Board Chair is the subject of the complaint, the Response Team shall notify the one who is not the subject of the complaint. If both are subjects of the complaint, the Response Team shall notify the next in line of authority, e.g. other pastors or board members.

   b. The Response Team shall conduct a reasonable investigation, including but not limited to, gathering statements or other information from the individuals involved in the alleged exploitation or harassment, including the respondent, and from others who may have pertinent information, such as qualified professional consultants, and present such information to the Board of CLC.

   c. The Board of CLC shall make determinations and take actions appropriate to resolve the matter. These may include:

      i. Finding that exploitation or harassment has occurred, take action accordingly. Such action may include one or more of the following:

         ▪ A formal reprimand, with defined expectations for changed behavior;
         ▪ Recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
• Probationary standing, with the terms of the probation clearly defined;
• Dismissal from employment or authorized volunteer leadership position, and, in certain cases, terminating affiliation with, or membership in, the church.

ii. Finding that exploitation or harassment did not occur.

d. The Response Team may seek the advice of legal counsel or others to advise it in performing its functions.

e. The Response Team may, but is not required to, seek the advice of the appropriate elected bodies.

C. A written summary of the Board's proceedings in such cases will be maintained. Records will be maintained in a confidential manner. Also, records will be maintained for at least three years from the date of the alleged abuse—longer if the victim is a minor. In the case of a minor, records will be maintained until at least seven years after the minor turns 18.

D. The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior. At any time the Board may initiate the formal complaint process.

E. In determining whether alleged conduct constitutes harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

F. Any person bringing a harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in the terms and conditions of his or her employment, church membership or affiliation, or otherwise discriminated against or discharged.

G. Confidentiality will be sought, but the Church reserves the right to fully investigate and notify authorities if necessary.
IV. Policy on Speaking to the Media

All inquiries from the media should be referred to the Lead Pastor. Employees may not speak to the news media as an official or unofficial spokesperson of the Church without prior clearance from the Lead Pastor or his designee. In the event of a media inquiry, employees should respond: “I have no authority to respond to your question. You should refer your question to the Lead Pastor.” If the Lead Pastor is the subject of a complaint, the next in line of authority, e.g. other pastors or board members, will be the official spokesperson.

In addition, no employee shall make a public appearance, news release, or public speech representing CLC without the specific knowledge and prior authorization of the Lead Pastor or his designee.

V. Clergy Considerations

Apart from any disposition of the matter by the church, all allegations of behavior that call into question the fitness for ministry of any pastor will promptly be forwarded to the Board.
Christian Layman Church
Safe Congregation Program
Responsibilities for Implementation

The Lead Pastor provides spiritual, prophetic, educational, and administrative leadership to the congregation. The Lead Pastor receives notification of any complaints of abuse, harassment, or exploitation and follows through with legal reporting requirements. The Lead Pastor also ensures that church staff, in carrying out their duties and responsibilities, is in compliance with the Safe Congregation Policies and Procedures.

The Board Chair presides over the Board and ensures that its members are in compliance with the Safe Congregation Policies and Procedures. The Chair ensures that the Board will periodically review the Safe Congregation Policies and Procedures and that the Safe Congregation Policies and Procedures periodically be presented to the Congregation.

The Board is the elected decision-making body of the church. The Board is responsible for ratifying the Safe Congregation Program and for conducting periodic reviews of the Safe Congregation Policies and Procedures. In the event of a complaint of harassment or exploitation, the Board will appoint a Response Team and serve as the final point of appeal in the complaint process. The Board, together with the Staff, shares the responsibility for formulating and carrying out the Safe Congregation Program of the Church.

The Pastors or Directors of Children or Youth Ministries are church staff members who work directly with children and youth and who supervise volunteers in these ministries, and responsible for receiving all confidential portions of the volunteer documents and for obtaining the results of criminal background checks. Each is responsible for receiving reports of abuse and following through with all legal reporting requirements. Each is also responsible for ensuring that the programs and volunteers they coordinate are in compliance with the Safe Congregation Policies and Procedures. Likewise, any additional program staff hired or Associate Pastor called shall have these responsibilities for their respective program areas.

The Congregation is responsible for supporting and abiding by the Safe Congregation Policies and Procedures, attending all applicable training sessions, and for bringing any concerns regarding the Safe Congregation Program to the attention of program staff, pastors, or the Board.
Attachments
Attachment 1

Christian Layman Church
Volunteer Application & Disclosure Form

This Volunteer Application & Disclosure Form (“Application”) is used to help Christian Layman Church provide a safe and secure environment for children, youth, and others who participate in CLC activities, programs, and events. It is to be completed by all volunteers for any position involving the supervision or custody of children and youth.

The information obtained from this Application is for the use of Christian Layman Church. The confidential information requested in this Application will be screened only by a church administrator and may be discussed in confidence only with those with a need to know the information.

NON-CONFIDENTIAL INFORMATION

Date: ____________________________

Name: 

Last       First      Middle

Address: ____________________________ Zip: ____________________________

Home Phone: (    ) Work/Cell Phone: (    )

Email: ____________________________ Occupation: ____________________________

I have been a ☐ member ☐ friend of this church since ________________

Emergency Contact Information

Name: ____________________________

Address: ____________________________ Zip: ____________________________

Home Phone: (    ) Work/Cell Phone: (    )

Allergies: ____________________________ Medical Concerns: ____________________________

(Items that you would like us to share with medical personnel in the event of an emergency.)

Your Personal Relationship with Christ:

Tell us about your personal relationship with Jesus Christ? What draws you to serve in this ministry?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What are your hobbies or special talents? What do you enjoy doing in your leisure time?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Training, Experience, Professional Certifications or Licenses

Special Certifications (e.g., CPR, Medical, etc.): ________________________________

1. List other churches (name, city and telephone number if known) you attended regularly during the past five years:

__________________________________________________________________________

__________________________________________________________________________

2. List any past or present community affiliations (other than church):

__________________________________________________________________________

__________________________________________________________________________

3. List all previous church work involving children or youth (church name, city, and telephone number if known, type of work performed, dates):

__________________________________________________________________________

__________________________________________________________________________

4. List all previous non-church work involving children or youth (organization’s name, city and telephone number if known, type of work performed, dates):

__________________________________________________________________________

__________________________________________________________________________

5. List any talents, training, or education that equip you for work with children or youth:

__________________________________________________________________________

__________________________________________________________________________

6. What age group do you prefer to work with? _________________________________

7. Are you willing to work with other age groups? _______________________________

Covenant:

Having accepted the call to [ ] Children’s [ ] Youth Ministry, I commit to…
- Maintaining my personal relationship with Christ and being prepared for my ministry.
- Praying for CLC, its Ministries, Staff, and specifically for the young ones under my care.
- Maintaining my personal growth and education by regularly participating in CLC programs and activities especially [ ] Children’s [ ] Youth team meetings and training.
- Abiding by CLC’s Safe Sanctuary Policies and Procedures.

I have received, understand, and agree to abide by the CLC Safe Sanctuary Policies and Procedures.

Signature________________________________________________ Date ______________________
CONFIDENTIAL INFORMATION

The confidential portion of this Application initially will be screened by a church administrator and may be discussed in confidence only with those with a need to know the information.

Name: First _____________ Middle ____________ Last ____________

All Prior Names: 1. First __________ Middle __________ Last __________

Social Security #: ____________ Birth Date: ____________ Birth Place: ________

List residences for last ten years:

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
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Personal References:

List below three persons not related to you who have knowledge of your character or work performance within the last three years. They must be people within our church, not related to you by blood or marriage, and not on staff. Only one person can be involved in the same ministry as that to which you are applying.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Relationship</th>
<th>Occupation</th>
<th># Years Known</th>
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Have you ever been refused participation in any other children or youth programs or has your application to volunteer for any other children or youth programs (whether or not church-related) been denied? Yes ________ No ________ If yes, please explain below:

Have you ever been convicted of a criminal offense (felony or serious misdemeanor), or do you currently have a criminal charge pending, or are you released on bail or on your own recognizance, or available for work through a work furlough or work release program? Yes ________ No ________
If yes to any of these, state the nature of the crime(s), when and where you were convicted, and the disposition of the case.

Have you ever been accused of, arrested for, pleaded guilty to, or convicted of a crime involving child abuse or sexual misconduct, including, but not limited to, sexual abuse or molestation? Yes ________ No ________  If yes, please explain below:

Have you ever had a civil lawsuit filed against you alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse, child abuse, or financial misconduct? Yes ________ No ________  If yes, please explain below:

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying? Yes ________ No ________  If yes, please explain below:
**Authorization & Release**

I understand that a background check will be conducted regarding me and I hereby consent to the same. I further authorize any references provided by me herein, or any other person or organization, whether or not identified in this Application, to provide you with any information (including opinions) regarding my character and fitness for service in the position for which I am applying.

I hereby release all individuals, churches, denominational agencies and officials, references, record custodians, and all other persons and organizations, both collectively and individually, and whether or not identified in this Application, from any and all liabilities, damages, costs, and expenses of whatever kind or nature that may at any time be incurred by me, my heirs, or family, due to his, her or its compliance or attempts to comply with this Authorization & Release, excepting only the communication of knowingly false information.

I further acknowledge and represent that I HAVE CAREFULLY READ THE AUTHORIZATION & RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS AUTHORIZATION & RELEASE OF MY OWN FREE WILL.

I understand and acknowledge that this is a legally binding release. I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this AUTHORIZATION & RELEASE shall be as valid as the original.

Print name: ___________________________________________________________

Signature: ________________________________ Date: ____________
Waiver

I (check one of the following two options):

☐ waive          ☐ do not waive

any right that I may have to inspect any information provided about me by any person or organization described above.

The covenants between persons seeking Authorized Minister positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I represent and warrant that the information set forth in this Application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for the position I am seeking to fill, or thereafter, termination of my status as a volunteer. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect or incomplete when given or, though accurate when given, the response or information is no longer accurate or complete.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize CLC and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

The CLC Authorized Minister recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and the program in which I am seeking to participate. To that end, I authorize CLC and its agents to circulate, distribute, and otherwise share information gathered in connection with this Application to such persons for these purposes on a need-to-know basis. I understand that CLC will share with me information it has gathered about me, if I request it to do so.

Print name: __________________________________________________________

Signature: __________________________________________ Date: ____________
MEDICAL AUTHORIZATION & RELEASE

I am the parent or legal guardian of the minor named below ("Minor"). I understand and acknowledge that Minor may incur personal injury and/or bodily damage while participating in children's activities at Christian Layman Church ("the Church"). I hereby authorize and consent to health care for Minor deemed advisable by medical personnel that may include, but not be limited to, medical and/or dental examination, diagnoses, x-rays, anesthesia, surgery, treatment, and/or hospital care ("Medical Care"), whether or not such Medical Care is rendered at a medical office, clinic, hospital, or elsewhere. I understand that the Church will attempt to contact me should Minor require Medical Care. I understand and acknowledge that this Authorization is given in advance of such Medical Care to provide authority and power on the part of the Church to give consent to any and all such Medical Care that is deemed advisable by medical personnel.

In consideration of the Church allowing Minor to participate in such activities, I, on behalf of myself, Minor, and our family, heirs, and personal representative(s), release, hold harmless and forever discharge the Church, including without limitation its officers, directors, employees, agents, and volunteers, from and against any and all liability for any claims, causes of action, actions, damages, costs, expenses, losses, or injuries to Minor or other persons or property that may arise from or in any way relate to this Medical Authorization & Release, my consent given herein, or the Medical Care provided, including without limitation any improper care, negligence or intentional misconduct by a medical provider. I agree to assume full financial responsibility for all Medical Care and related expenses, including but not limited to, medical transportation, and I understand and agree that the Church shall assume no responsibility for the same.

This Authorization shall remain in effect for one (1) year from the date of my signature below, unless terminated sooner by me in a writing delivered to the Church.

Parent/Guardian Signature_________________________________   Date____________

Minor's Name:______________________________________ Minor's Date of Birth:____________
Address:___________________________________________ City:_____________ Zip:__________
Parent/Guardian's Home Telephone:____________________ Other Telephone:__________________
Emergency Contact's Name:___________________________ Telephone: __________________________
Physician's Name:______________________________ Physician's Phone Number:______________
Dentist's Name:________________________________ Dentist's Phone Number:______________
Health Insurance:______________________________ Plan Number:____________
Dental Insurance:______________________________ Plan Number:____________

Please list any allergies, medical conditions or behavioral concerns regarding Minor:

If Minor currently is under a physician's care, please list any specific instructions:
**PLEASE READ CAREFULLY BEFORE SIGNING**

I have chosen for my child, _________________________________ ("Minor"), to participate in the _________________________________ ("the Program"). I understand that the purpose of this Release, Covenant Not To Sue and Hold Harmless Agreement ("Agreement") is to protect Christian Layman Church and its governing board, employees, agents, and volunteers (collectively "the Church") from any and all liability that may arise from, or be related to, Minor's participation in the Program.

I acknowledge and understand that there are certain dangers and risks inherent in international travel and the activities included in the Program and that the Church cannot and does not assume responsibility for any losses including, but not limited to, serious personal injury to Minor and property damage arising from Minor's participation in the Program. These risks may include losses regarding travel to and from a destination; the condition of equipment and facilities where the Program occurs; criminal activity; the defect of a vehicle or the negligence of Program service providers; sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes; and any disruption of travel arrangements or any additional expenses that may be incurred therefrom. I acknowledge and understand that the Church does not represent, or act as an agent for, the transportation carriers, facilities, or other suppliers of services in connection with the Program.

Knowing the dangers and risks of such activities, and in consideration of Minor being permitted to participate in the Program, I, on behalf of Minor and our family, heirs, and personal representative(s) ("Releasing Parties"), agree to assume all risks and responsibilities relating to Minor's participation in the Program, covenant not to sue, hold harmless, and release and forever discharge the Church regarding any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any kind whatsoever that Releasing Parties may have, or that may hereafter accrue, arising out of or related to Minor's participation in the Program. This Agreement shall be governed and interpreted in accordance with the laws of the State of California.

THIS IS A RELEASE OF LEGAL RIGHTS. YOU ARE ADVISED TO CONSULT AN ATTORNEY IF YOU HAVE QUESTIONS. PLEASE BE CERTAIN YOU UNDERSTAND THIS DOCUMENT BEFORE SIGNING IT.

PARENT/LEGAL GUARDIAN OF MINOR PARTICIPATING IN PROGRAM:

________________________________   _______________________
(Signature)       Date

________________________________
(Printed Name)
RELEASE, COVENANT NOT TO SUE AND HOLD HARMLESS AGREEMENT

**PLEASE READ CAREFULLY BEFORE SIGNING**

I have chosen for my child, ________________________________________ ("Minor"), to participate in the program or programs marked on Attachment A (individually or collectively referred to as "the Programs"). I understand that the purpose of this Release, Covenant Not To Sue and Hold Harmless Agreement ("Agreement") is to protect Christian Layman Church and its governing board, employees, agents, and volunteers (collectively "the Church") from any and all liability that may arise from, or be related to, Minor's participation in the Programs.

I acknowledge and understand that there are certain dangers and risks inherent in the Programs and that the Church cannot and does not assume responsibility for any losses including, but not limited to, serious personal injury to Minor and property damage arising from Minor's participation in the Programs. These risks may include losses regarding travel to and from a destination; the condition of equipment and facilities where the Programs occur; criminal activity; the defect of a vehicle or the negligence of service providers used in the Programs; and sickness, weather, natural disasters, or other such causes. I acknowledge and understand that the Church does not represent, or act as an agent for, facilities, transportation carriers, or other suppliers of services in connection with the Programs.

Knowing the dangers and risks of such activities, and in consideration of Minor being permitted to participate in the Programs, I, on behalf of Minor and our family, heirs, and personal representative(s) ("Releasing Parties"), agree to assume all risks and responsibilities relating to Minor's participation in the Programs, covenant not to sue, hold harmless, and release and forever discharge the Church regarding all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any kind whatsoever that Releasing Parties may have, or that may hereafter accrue, arising out of or related to Minor's participation in the Programs. This Agreement shall be governed and interpreted in accordance with the laws of the State of California.

THIS IS A RELEASE OF LEGAL RIGHTS. YOU ARE ADVISED TO CONSULT AN ATTORNEY IF YOU HAVE QUESTIONS. PLEASE BE CERTAIN YOU UNDERSTAND THIS DOCUMENT BEFORE SIGNING IT.

PARENT/LEGAL GUARDIAN OF MINOR PARTICIPATING IN PROGRAM(S):

_________________________________ _______________________
(Signature)       Date

________________________________
(Printed Name)
Christian Layman Church
Volunteer Transportation Agreement

Date: __________________________

Name: ____________________________________________

Last       First       Middle

Address: __________________________ Zip: __________________

Home Phone: (    ) Work/Cell Phone: (    )

Driver’s License #: ____________ State: _____ Expiration date: ____________

Vehicle Make: ___________ Model: _____ Year: _____ Plate #: ___________

Vehicle Make: ___________ Model: _____ Year: _____ Plate #: ___________

Vehicle Make: ___________ Model: _____ Year: _____ Plate #: ___________

Auto Insurance Carrier: __________________________________________

Policy #: ________________ Expiration date: ________________

1. I volunteer to drive my personal vehicle for Christian Layman Church. I agree that as a condition of my volunteering, I will read and comply with CLC’s Safe Sanctuary Policies and Procedures.

2. I agree that I will not provide transportation for Christian Layman Church while under the influence of prescription or over-the-counter medication which may impair my ability to safely operate a motor vehicle, or while under the influence of alcohol and/or illegal drugs. I also agree that I will not smoke while providing transportation for Christian Layman Church.

3. I understand that no uninsured vehicle may be used to provide transportation for Christian Layman Church. I verify that I maintain at least the minimum limits of automobile liability insurance as prescribed under the California Financial Responsibility Laws for the above vehicle. Attached is a copy of the Certificate of Insurance from my insurance carrier or a photocopy of the portion of the automobile policy that shows the vehicle being driven, the policy limits, and policy period.

4. I understand that in accordance with California law, in the event of an accident, my automobile liability insurance is primary; CLC’s insurance is secondary. The insurance of CLC becomes effective once the policy limits of my policy are exhausted. I will be responsible for paying any deductible or other costs required by my automobile insurance policy and agree not to look to Christian Layman
Church for reimbursement for such amounts. I agree that I will be solely responsible for any medical, hospital or other costs arising out of any bodily injury I sustain through my voluntary provision of transportation for the church.

5. I will indemnify and hold harmless Christian Layman Church, its directors, officers, clergy, employees, and volunteers from any and all liability, claims, damages, costs and expenses, including attorney’s fees, resulting from my voluntary provision of transportation for the Church, except for claims arising from the willful misconduct of Christian Layman Church.

ACKNOWLEDGEMENT & ASSUMPTION OF RISKS

By my signature below, I acknowledge that I have received a copy of this Agreement, which I have read and understand. I accept and assume all risks, hazards and dangers involved in my voluntary provision of transportation for CLC, including but not limited to, personal injury and/or property damage arising out of the provision of such transportation.

Signature: ________________________________ Date: ____________

For CLC use
Copy of insurance received: ____________

Annual Updates

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