

Plan for the Well-Being of the Trinity Lutheran Church Community



September 18, 2019

Approved by the Congregational
Council of Trinity Lutheran Church on
September 2019

To be reviewed, and revised where
necessary by the Mutual Ministry, and
returned to Council for approval in the
Spring of 2023

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SUPPORTING DOCUMENTS

A Volunteer Ministry Covenant
B Volunteer Application Form
C Volunteer Approval Form
D Activity Permission Form
E Medical Permission Form
F Suspected Child Abuse Report Form
G Suspected Child Abuse Follow-Up Report Form

If not included with this copy of the PLAN FOR THE WELL-BEING OF THE TRINITY LUTHERAN CHURCH COMMUNITY, print copies of the above documents may be obtained from Trinity Lutheran Church or may be viewed on Trinity’s website (www.telc.ca).

INTRODUCTION

The Policy of Trinity Lutheran Church

1. The PLAN FOR THE WELL-BEING OF THE TRINITY LUTHERAN CHURCH COMMUNITY ("PLAN") is offered to assist our church to providing a safe, nurturing environment in which we can help our children to experience and grow in God's love and grace.
2. The PLAN is designed to assist church leaders in recruiting volunteers and, to the greatest extent possible, to provide for the safety of those served by these volunteers.
3. Trinity's Congregational Council has reviewed and adopted the PLAN as a congregational policy.
4. Everyone who ministers with children or youth under the auspices of Trinity Lutheran Church is required to follow the guidelines set out in the PLAN.

CHAPTER 1

Understanding the Need

Trinity Lutheran Church has a mandate to minister to individuals, families, adults, youth and children. In that context, Trinity Lutheran Church stresses the sanctity of human life and the importance and worth of each individual as a child of God.

The physical and sexual abuse of children and youth has increasingly and properly claimed the attention of our society. In response, it is our commitment to provide reasonable protective care to all children and youth attending any programs sponsored by our church.

Although we have been fortunate never to have any substantiated incidents of child abuse happen in the church, we recognize that formal guidelines will help prevent the opportunity for abuse to arise in the future. Incidents of abuse can occur in any church – including ours.

Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children or youth. Churches are by nature trusting institutions. Asking sensitive questions of those who are giving their time and talents can be seen as intrusive by church leaders. These realities can make a church susceptible to incidents of child abuse. There are few topics that create more emotional turmoil than that of child abuse, especially if it is sexual in nature.

We believe that childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust.

A single incident of child abuse can devastate a church and divide the congregation. The viability of the church's children and youth programs is jeopardized. Church leaders face blame and feel guilt for allowing the incident to happen. Far more tragic, however, is the emotional trauma to the victim and the victim's family, and the enormous potential legal liability the church faces.

The PLAN FOR THE WELL-BEING OF THE TRINITY LUTHERAN CHURCH COMMUNITY will ensure that the church is a safer place by helping to safeguard children and youth of our church from abuse, protect the church staff and volunteers from potential allegations of abuse, and limit the extent of legal risk and liability due to any such abuse.

CHAPTER 2

Understanding Child Abuse

Child Abuse is characterized as follows:

- It can be physical, emotional or sexual;
- It always involves the misuse of power.

Physical Abuse is using physical force or action that results, or could result, in injury to a child or youth. It is more than reasonable discipline. Sometimes injury is caused by over-discipline. Injuring a child or youth is not acceptable, regardless of differing cultural standards on discipline.

Emotional Abuse is a pattern of hurting a child's feelings to the point of damaging their self-respect. It includes verbal attacks on the child, insults, humiliation or rejection. A child or youth who is emotionally harmed may demonstrate severe anxiety, depression, withdrawal, self-destruction or aggressive behavior.

Sexual Abuse occurs when a child or youth is used by somebody else for sexual stimulation or gratification. Sexual activity among children or youth may also be sexual abuse if older or more powerful children or youth take sexual advantage of those who are younger or less powerful. The abuse includes behavior that involves touching and non-touching aspects.

Misuse of power takes place when people take advantage of the authority or power they have over vulnerable people. Vulnerable people include adults with physical or mental disabilities and children and youth.

Types of abuse that involve touching include...

- Fondling;
- Oral, genital and anal penetration;
- Intercourse; and
- Rape.

Types of sexual abuse that do not involve touching include...

- Verbal comments;
- Exposure to pornography;
- Obscene phone calls, e-mail or other social communications;
- Exhibitionism; and
- Allowing children or youth to witness sexual activity.

Symptoms of Abuse and Molestation

Church volunteers and staff should be alert to the physical signs of abuse, as well as to behavioural and verbal signs that a victim may exhibit.

Physical signs may include...

- Lacerations and bruises;
- Nightmares;
- Irritation, pain or injury to the genital area;
- Difficulty with urination;
- Discomfort when sitting;
- Torn or bloody underclothing; and
- Venereal disease.

Behavioural signs may include...

- Anxiety when approaching church program areas;
- Nervous or hostile behaviour toward adults;
- Sexual self-consciousness;
- “Acting out” sexual behaviour; and
- Withdrawal from church activities and friends.

Verbal signs may include the following sorts of statements...

- “I don’t like (particular person).”
- “(Particular person) does things to me when we’re alone.”
- “I don’t like to be alone with (particular person).”
- “(Particular person) fooled around with me.”

The Profile of a Child Molester

Church leaders can become preoccupied screening for stereotypes, while not suspecting the real molester could be an active adult or youth in the church. If abuse occurs in our church, a respected member will most likely be the molester. Emphasis upon “stranger danger” will leave our church ill-prepared. While it’s uncomfortable even to consider this, the most likely assailants include Sunday School teachers or helpers, religious educators, child or youth program volunteers and camp counselors, and pastors. Most incidents of child sexual abuse take place in the context of an ongoing relationship between the abuser and the child.

CHAPTER 3

The Church's Legal Vulnerability

Churches have unique features that can make them susceptible to incidents of child molestation. Child molesters are attracted to an institution in which they have immediate access to potential victims in an atmosphere of complete trust.

Most churches struggle to get adequate help for children and youth programs. Recruiting teachers, for example, can become an unending effort. Turnover among volunteers is also high. A willing volunteer provides welcome relief.

Churches need to understand the extent of their liability. Churches are not “guarantors” of the safety and well-being of children and youth. They are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence.

Increasingly and often more dramatically, the church and its personnel (i.e. staff, Council members and officers, and pastors) are being held accountable for the acts of individual abusers within the church even though neither the church, nor its leaders, were aware of the abuse or condoned it. Those victims and their families may attempt to hold churches accountable by alleging that:

- the church is vicariously liable for the acts of its personnel, be they paid staff or volunteers, regardless of whether the church was itself negligent or even knew of the abuse;
- the church was negligent in its hiring or accepting personnel, whether paid or volunteer;
- the church was negligent in the supervising or monitoring of its personnel or membership.

The VOLUNTEER APPLICATION FORM is critical in protecting the church from legal action if a case of child abuse occurs in which a church volunteer is involved. A court can find the church legally liable if it is less than systematic and therefore negligent in screening volunteers. By having prospective volunteers fill out this form, the church greatly reduces the potential for child abuse and the resultant liability.

CHAPTER 4

Child Protection Procedures

TRINITY LUTHERAN CHURCH makes the following commitments to protect our children, youth, and those who minister to and with them:

1. The pastor who is responsible for child and youth programming will screen all volunteers who work with children and youth. This screening will be done during an informal interview, ensuring a bondable question is presented and answered. The pastor, along with a representative from the Mutual Ministry Committee, will perform this screening to all new employees of Trinity Lutheran Church who work with children and youth.
2. All paid staff and volunteers who work with children and youth will undergo a *Criminal Records Check for the Vulnerable Sector*.
3. We will insure that all employees and volunteers who work with children/youth are familiar with the nature of child abuse.
4. We will insure that all employees and volunteers who work with children or youth have read and been informed of the guidelines contained in the PLAN FOR THE WELL-BEING OF THE TRINITY LUTHERAN CHURCH COMMUNITY as well as any necessary additional resources.
5. We take seriously our policies to prevent abuse and will see that they are enforced.
6. All volunteers will sign a VOLUNTEER MINISTRY COVENANT, agreeing to comply with church policies and guidelines.
7. In general, volunteers will be permitted to work with children and youth only after they have been members of Trinity Lutheran Church for a period of six months. (This provision may be waived where the person is transferring in from another church and has a letter of recommendation signed by the pastor of that church).
8. The pastor will be responsible for ensuring all volunteers who work with children or youth have been screened, have completed necessary forms and police checks, and have signed the Volunteer Ministry Covenant. The pastor will keep all completed volunteer documents on file, annually review the documents, and request updates when necessary.
9. A directory of names and addresses of parents and children will be carefully maintained.

Washroom Guidelines

If a child (preschool to age 6) needs to use the washroom during an activity or program at the church, the following guidelines must be followed:

- For a group of children, two adults will escort the children to the washroom.
- If just one child must go to the washroom, the adult volunteer should escort the child to the washroom and prop the door open. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the program space. The volunteer should call the child's name if they are taking longer than seems necessary.
- The volunteer should never be alone with a child in the washroom with the door closed.
- When preschool children need assistance in the washroom, an adult may enter the washroom to assist only when a second adult is within visual contact. If this is not possible, inform another adult when taking a child to the washroom and when returning.

Proper Displays of Affection

Touch is an essential responsibility in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as healthy and positive displays of God's love:

Appropriate touch may include...

- Bending down to the child's eye level and speaking kindly and/or listening carefully;
- Taking a child's hand and leading him/her to an activity;
- Putting an arm around the shoulder of a child who needs quieting or comforting;
- Taking both of the child's hands as you say an affirming message (i.e. "You did such a good job!");
- Patting a child on the head, hand, shoulder or back to affirm him/her;
- Holding a child by the shoulders or hand to keep his/her attention while you redirect the child's behavior;
- Gently holding a child's chin to help him/her focus on what you are saying;
- Holding and consoling a preschool child who is crying.

Inappropriate touch can include...

- Kissing a child or coaxing a child to kiss you;
- Extended hugging;
- Tickling;
- Touching a child in any area that would normally be covered by a bathing suit (except when assisting a child with toileting as previously outlined);
- Carrying older children or having them sit on your lap;
- Being alone with a child.

Staffing and Supervision Guidelines

Church staff and volunteers should always conduct themselves appropriately, being an example of integrity, respect and honesty to those in their care. Our desire is to provide a safe and loving environment where children and youth feel comfortable and are protected.

Supervision

Programs that involve children or youth must always include adequate supervision. Supervision should also be maintained before and after the event until all children are in the custody of their parents or guardians.

Two Adults

In general, there are to be two unrelated adults in any enclosed room with children or youth. Family (couple) ministry teams work well and are encouraged as a method of staffing. However, for the protection of this family, we recommend the presence of at least one other volunteer not related to the family. If it is necessary for an adult to be alone with children, there must be a window in the door providing an unobstructed view of the children or the door must be left open.

Faith Adventures and Confirmation Ministry

All children and youth leaders must wear name tags for easy identification. Each Sunday, a Faith Adventures Committee Member will make sure the classes are properly staffed and supervised. Children should not be dropped off for a program without a teacher or caregiver present. Children to the age of six should be released only to a parent/guardian or adult family member known to the staff person. The washroom guidelines and guidelines for proper displays of affection should be adhered to. When in doubt, confer with a pastor.

Parental Permission

Consent of a parent must be obtained before transporting or being alone with a child or youth. Children and youth must also have written parental permission (a completed ACTIVITY PERMISSION FORM) for involvement in Confirmation Ministry programs, TYGers, or other church-sponsored field trips or outings involving children or youth.

Day Trips and Overnight Events

Activities conducted away from the church should be pre-approved by one of the pastors. Parents should be notified at least one week prior to the outing. A completed ACTIVITY PERMISSION FORM and MEDICAL PERMISSION FORM are required for each child or youth participating in day trips or overnight events. The events or trips must be supervised by a minimum of two approved, unrelated adult leaders. All supervising adults must also be approved volunteers. Overnight activities should have a minimum ratio of one adult leader for every five children or one adult leader for every nine youth. Each leader should have an assigned group of children or youth for whom they will be responsible during the overnight event. When the transportation of children or youth is part of an activity, all drivers must have a

valid driver's license and current automobile insurance with a minimum \$2,000,000 liability coverage. The number of persons per car must never exceed the number of seat belts.

CHAPTER 5

Recruitment of Volunteers

All prospective volunteers for ministry with children or youth must attend an introductory session for PLAN FOR THE WELL-BEING OF THE TRINITY LUTHERAN CHURCH COMMUNITY. This session is generally offered once a year at a volunteer's training night, or throughout the year during an independent meeting with the pastor.

A copy of the PLAN will be provided to all prospective volunteers with the expectation that they read the material and become familiar with the contents.

Volunteer Application

To protect our children and youth, the church from legal liability and for the protection of all volunteers, every prospective child or youth ministry leader (including established or long-time members of Trinity Lutheran Church) must complete a VOLUNTEER MINISTRY COVENANT and a VOLUNTEER APPLICATION FORM.

The church must take reasonable action in screening and supervising the volunteers involved in any work with children or youth. A selected member of the Faith Adventures Committee will monitor the status of the application process and will keep completed materials in a *Volunteer Placement File*. This file should include...

1. Volunteer Ministry Covenant;
2. Volunteer Application Form;
3. Volunteer Approval Form;
4. Criminal Records Check Report.

Volunteer References

If a volunteer applicant is a new member of the congregation of Trinity Lutheran Church, they will be required to include three personal references on their VOLUNTEER APPLICATION FORM. References that are acceptable are limited to the following:

- Former or present pastor;
- Long-time friend (minimum of 5 years);
- One parent (for minors);
- Teacher (for minors);
- Trinity Lutheran Church member (who has sufficient strength of relationship to comment on the individual's personal habits and character);
- Employer or colleague.

At least two of these references will be contacted and asked to affirm the appointment of the volunteer. The results of those contacted will be recorded and kept on file.

Criminal Records Check

We require a *criminal records check for the vulnerable sector* for volunteers and staff who work with children or youth. The cost for a *criminal records check* requested by Trinity Lutheran Church will be borne by the church.

If there is no criminal record of any sort, the volunteer may be considered for ongoing service in the church.

If there is a record or information which raises some concern, the pastors and the Congregational Council Chairperson will meet to discuss and resolve the matter. If the offense is other than child or sexual abuse, the volunteer may proceed with ministry in the church provided both the pastors and the Council Chairperson agree.

If the offense is related to the abuse of a child or youth or is of a sexual nature, the prospective volunteer will not be approved for ministry with children or youth. There shall be no exceptions.

The information contained in the *criminal records check for the vulnerable sector* report is considered strictly confidential.

Only the pastors, the Council Chairperson, and the selected member of the Faith Adventures Committee (who is responsible for monitoring the status of the PLAN volunteer forms) can be privy to the information. The Congregational Council will be consulted only in the event of disagreement.

Frequency of obtaining Police Checks & Use of Offense Declaration Forms

All new volunteers working with the Faith Adventures or Youth Programming will be required to complete a Vulnerable Sector Police Check.

All volunteers working with children and youth are required to apply for a new Vulnerable Sector Police Checks every 5 years.

In the interim years between police checks, volunteers will be asked to complete Trinity's OFFENCE DECLARATION (Document K) which states that nothing has changed since the last Vulnerable Sector Police Check.

Approval

The pastor responsible for Child/Youth programming will review the materials and complete the VOLUNTEER APPROVAL FORM. A *prospective volunteer* becomes an *approved volunteer* once the pastor signs the form. All volunteer application materials will be kept in a *Volunteer Placement File* for a minimum of 7 years.

CHAPTER 6

Incident Reporting Procedures

If a volunteer leader has concern for the safety or well-being of any child or youth at Trinity Lutheran Church, he/she should report it immediately to a pastor. The pastor will...

1. assist the volunteer leader to contact Family and Children's Services of Waterloo Region;
2. ensure that the other pastor is informed and the church's legal advisor is contacted;
3. obtain from the volunteer leader all information necessary to complete the SUSPECTED CHILD ABUSE REPORT FORM. It is helpful for the concerned person to maintain his/her own detailed notes including names, dates, times, places, etc.

If the alleged perpetrator is a volunteer at Trinity Lutheran Church, he/she will be advised of the allegation and suspended from his/her duties. He/she will be advised to seek legal counsel.

Pastoral care will be offered to all involved.

Where a pastor is the object of an allegation, the incident should be immediately reported to the Chairperson of Council who will call the Bishop of the Eastern Synod. The Bishop will follow the PROCEDURE FOR RESPONDING TO COMPLAINTS OF CLERGY MISCONDUCT – SEXUAL ABUSE IN THE EASTERN SYNOD, ELCIC.

Report Suspicious Behaviour Immediately

All persons who have reasonable grounds to suspect that a child or youth is or may be in need of protection have an obligation to report.

Abuse or neglect need not have already occurred for a child or youth to be in need of protection; it is not necessary to wait until a child or youth has been harmed to intervene. Any inappropriate conduct or relationships between volunteers and a child or youth must be confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. The volunteer's services should be terminated immediately for continued violation of sufficient gravity.

Responding to a Child or Youth

When a child or youth first comes to you, be sure to take his/her word seriously. Don't deny the problem, but stay calm and listen to the individual. Give emotional support, reminding the child or youth that he/she is not at fault. Tell the child or youth that he/she was right in telling you about the problem. Do not promise the individual that "you will not tell anyone".

Confidentiality

In the matters of abuse, it is important to keep the information restricted to those who need to be advised. This means that all suspicions of abuse should be directed only to the pastor.

The only claim of confidentiality which overrides the legal duty to report may be that of solicitor-client privilege. Thus physicians, clergy and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.

The pastors will not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. They will show care and support, extending whatever pastoral resources are needed.

The pastors will treat the accused with dignity and support. If the accused is an approved volunteer, that person should be suspended from his/her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his/her income until the allegations are cleared or substantiated.

Protection from Liability

As church leaders, we are accountable to God to protect God's children. Although it is our desire to protect the parents as much as legally possible from undue interference by outside authorities, the protection of children from abuse is more important.

Full co-operation must be given to civil authorities under the guidance of our church lawyer. As part of a child protection investigation, social workers are required under the Child and Family Services Act to assess:

- The child's current state of health;
- Their sense of safety and their views of abuse;
- Previous abuse, neglect or harm; and
- The ability of the parent(s) to care for and protect the child.

The social worker will talk to people who have contact with the child and family. They may request records or other types of information, as they are entitled to whatever information is needed to complete an investigation. If denied access to a record, they can seek a court order.

Report Follow-Up

A SUSPECTED CHILD ABUSE FOLLOW-UP REPORT FORM should always be completed by a pastor following a report of suspected child abuse. The completed SUSPECTED CHILD ABUSE REPORT FORM and SUSPECTED CHILD ABUSE FOLLOW-UP REPORT FORM should be kept in a confidential file.

CHAPTER 7

Response to Allegations of Abuse

Our response strategy recognizes that all allegations are to be taken seriously. The situation will be handled forth rightly with due respect for people's privacy and confidentiality.

In response to an allegation of abuse, the pastor responsible for administration OR the Congregational Council Chairperson will serve as the spokesperson for the church. He/she will speak to the media and the congregation regarding the matter in a discreet, informed, truthful and diplomatic way.

In the case of an allegation of abuse, the following points would be made until all of the facts are uncovered and the case reviewed:

- It is always tragic when children are abused or exploited.
- Trinity Lutheran Church is aware of the toll which any form of child abuse takes.
- We have taken careful precautions to protect the children entrusted to our care.
- We are distressed by any accusation of child abuse.
- We will do everything in our power to address any needs in this situation.
- For the welfare of those involved, all information has been directed to Family and Children's Services of Waterloo Region.

Trinity Lutheran Church will not engage in denial, minimization, or blame.

- We will not prejudge the process with expressions of denial.
- We will not seek to minimize the nature of the incident by saying such things as "It only happened once," or "It wasn't that serious."
- We will not blame the victim or the victim's family.
- We will not be accusatory.

We will avoid divulging details of an accusation in any public interview. We will endeavor to have our lawyer present while answering any investigative questions from the police or social service agencies.

CHAPTER 8

Accountability and Monitoring

Ministry leaders – especially pastors, staff and volunteers in programs for children and youth – will review the guidelines set out in the PLAN FOR THE WELL-BEING OF THE TRINITY LUTHERAN CHURCH COMMUNITY as part of their annual program planning.

The pastor who is responsible for program with children and youth will continually monitor the routines established for the training of all new staff/volunteers as outlined in the PLAN.

The Mutual Ministry Committee, along with this pastor, will review the contents of the PLAN every 3 years, and forward any content revisions to the Congregational Council for approval.

Helpful revisions that do not sacrifice the integrity of the PLAN will be welcomed for review.

The monitoring and review of the PLAN will include the following:

- Have volunteers/staff been trained regarding these policies?
- Are volunteers/staff following the required policies/procedures?
- What obstacles exist to compliance with these policies?
- What is the level of cooperation?
- Do sufficient materials exist for training and information?
- Are the policies current and readily accessible?
- What are the obligations of our church for the safety of our children and youth?

VOLUNTEER MINISTRY COVENANT

DOCUMENT A

Rejoicing in my baptism and celebrating God's grace and gifts in my life, I resolve to minister within the community of TRINITY EVANGELICAL LUTHERAN CHURCH as a servant of Jesus Christ as follows:

I. I will support the witness of TRINITY EVANGELICAL LUTHERAN CHURCH

- by regular attendance at worship;
- by living a godly life;
- by giving regularly.

II. I will serve the ministry of TRINITY EVANGELICAL LUTHERAN CHURCH

- by seeking to discover and nurturing my gifts and talents;
- by fulfilling the duties of my ministry to the best of my ability;
- by participating in training as I am given opportunity;
- by serving in partnership with others in the TRINITY EVANGELICAL LUTHERAN community;
- by supporting and affirming the gifts and ministries of others.

III. I will share in the growth of TRINITY EVANGELICAL LUTHERAN CHURCH

- by praying for our congregation and for our community;
- by inviting those without a church home into our ministry;
- by warmly welcoming those who visit.

IV. I will build-up the community of TRINITY EVANGELICAL LUTHERAN CHURCH

- by acting in love toward others;
- by holding others in high regard;

- by working cooperatively with others.

I have read and become familiar with PLAN FOR WELL-BEING STEPS OF THE TRINITY EVANGELICAL LUTHERAN CHURCH COMMUNITY.

I understand that TRINITY EVANGELICAL LUTHERAN CHURCH is responsible for the well-being of all children and youth entrusted to our care.

I will endeavour to minister to the best of my ability and to cooperate fully with TRINITY EVANGELICAL LUTHERAN's staff in the exercise of my ministry.

Applicant's Name _____

Applicant's Signature _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

Volunteer Application Form

(For Ministries with Children and Youth)

DOCUMENT B

We believe the following information is necessary to help reduce the risk of abuse and to protect children, youth and volunteers. We thank you for your interest in ministry and understanding.

Personal Information

Name _____ Phone _____ Email _____

Address _____

Are you under the age of 18? _____ Yes _____ No

How long have you been a member or an active participant of Trinity Evangelical Lutheran Church?

Previous church membership _____

Do you have any physical conditions that would prevent you from performing certain types of activities (lifting children, playing sports...)? If so, please explain.

Education/Employment/Skills

High School _____ College/University _____

Occupation _____ Employer _____

Hobbies/Interests _____

Skills _____

Do you have ___ CPR training ___ First-Aid Training Other _____

Training received or courses taken that would assist you for ministry with children or youth

Conviction for a Criminal Offense

Answering "yes" to the following question will not necessarily preclude your involvement in volunteer ministry. A meeting will be arranged with the pastor to discuss the circumstances.

Have you ever been convicted of a criminal offense for which a pardon has not been granted?

___ Yes

___ No

Volunteer Experience

Description of volunteer experience. Please give dates.

Volunteer Ministries in Which You Are Interested

Indicate the areas in which you would like to lead (L), assist (A) or receive training (T)

- _____ Sunday School (ages 3 through 5)
- _____ Sunday School (children in grades 1 through 6)
- _____ Confirmation Ministry (grades 7 and up)
- _____ Confirmation Ministry Retreats/Events (grades 7 and up)
- _____ Confirmation Ministry Mentoring (youth moving from grade 8 and up)
- _____ Youth Advisor/Leader (grades 7 and up)
- _____ Youth Retreats/Events (grades 7 and up)
- _____ Administration / Office Help
- _____ Program Coordinator
- _____ Parenting Tips
- _____ Christian Education Committee Work
- _____ Arts and Crafts
- _____ Drama / Puppets

_____ Music

_____ Other _____

References

Please provide the names of three individuals (not relatives) who have known you for five years or more and who can provide a reference for you. If you are under the age of 18, you may use the name of a parent and/or teacher. If possible, please include at least one reference from someone at TRINITY EVANGELICAL LUTHERAN CHURCH. All people listed as references should be informed of that fact. References that are acceptable are limited to the following:

- _____ Former or present pastor;
- _____ Long-time friend (minimum of 5 years);
- _____ One parent (for minors);
- _____ Teacher (for minors);
- _____ TRINITY EVANGELICAL LUTHERAN member (who has sufficient strength of relationship to comment on the individual's personal habits and character);
- _____ Employer or colleague.

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Applicant's Statement

I hereby acknowledge that the information contained in this VOLUNTEER APPLICATION FORM is correct to the best of my knowledge. I authorize any people listed as references to provide any information they may have regarding my character and fitness for ministry.

I will provide TRINITY EVANGELICAL LUTHERAN CHURCH with the results of a vulnerable sector *police records check* if one is required.

I agree to adhere to the guidelines contained in THE PLAN FOR WELL-BEING OF THE TRINITY EVANGELICAL LUTHERAN CHURCH COMMUNITY as adopted by the Congregational Council of TRINITY EVANGELICAL LUTHERAN CHURCH.

Applicant's Name _____

Applicant's Signature _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

Volunteer Interview Form

DOCUMENT C

NOTE: A completed VOLUNTEER APPLICATION FORM (Document B) must be in hand prior to the interview. If the applicant has marked “yes” in connection with *Conviction for a Criminal Offense*, the applicant should be referred to the pastor.

Name of Applicant _____

1. Tell me about your experience with volunteer ministry at TRINITY EVANGELICAL LUTHERAN (joys, sorrows, insights, etc.).

2. Tell me about your experience with volunteering in other settings (joys, sorrows, insights, etc.).

3. Describe your interest in the volunteer ministry(ies) you have indicated.

4. Would you be willing to attend a training session associated with that ministry?

5. When would you be available for this volunteer ministry (days and times)?

6. What is the minimum length of your commitment?

7. What is your understanding of why we require training about abuse, an interview and references?

8. Do you have any questions about anything in PLAN FOR WELL-EING?

9. Have you had any personal experience with abuse? If so, how was it handled?

10. If you had reason to believe that a child or youth were being abused, what would you do?

11. What do you consider to be an appropriate show of affection with a child? ...a youth?

12. Do you have any further questions?

Signature of Interviewer _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

Volunteer References Verification Form

DOCUMENT D

Name of Applicant _____

Reference contacted _____ Date _____

Method of contact ___ phone ___ letter ___ face-to-face conversation

Detail _____

Reference contacted _____ Date _____

Method of contact ___ phone ___ letter ___ face-to-face conversation

Detail _____

Reference contacted _____ Date _____

Method of contact ___ phone ___ letter ___ face-to-face conversation

Detail _____

Recommendation _____

Interviewer's Signature _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

Volunteer Reference Verification Script

DOCUMENT E

Church reference

Hello, this is name from (Name of Congregation) Lutheran Church, (city).

As with many churches and community organizations today, we have a screening process for all persons who volunteer to work with children or youth.

I am calling you because applicant indicated in his/her application that he/she taught Sunday School / led a youth group / helped with your children's program...

Can you verify this information?

Personal Reference

Hello, this is name from (Name of Congregation) Lutheran Church, (City).

As with many churches and community organizations today, we have a screening process for all persons who volunteer to work with children or youth.

I am calling you because applicant listed you as a personal reference.

How long have you known him/her?

Would you please comment on his/her personality and leadership ability?

Do you have any reservations about Name's working with children or youth?

Is there anything you would care to add?

Thank you very much for your help.

Volunteer Approval Form

DOCUMENT F

Applicant's Name _____

- _____ Introductory Session on PLAN FOR WELL-BEING completed (Date)
- _____ VOLUNTEER MINISTRY COVENANT (Document A) signed.
- _____ VOLUNTEER APPLICATION FORM (Document B) completed and signed.
- _____ VOLUNTEER INTERVIEW FORM (Document C) completed and signed.
- _____ VOLUNTEER REFERENCES VERIFICATION FORM (Document D) completed and signed.
- _____ Police records check (if required) completed by authorities and report received from applicant.

Notes _____

The applicant is approved to serve in children's and youth ministries at TRINITY EVANGELICAL LUTHERAN CHURCH.

Pastor's Signature _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

ACTIVITY PERMISSION FORM

DOCUMENT G

For the year September 1, _____ to August 31, _____.

Name of Child _____ Birth Date _____ Age _____

Address _____

Phone _____ School _____ Grade _____

Name(s) of Parent(s) or Guardian(s) _____

Alternate Person to Contact in Emergency _____

Relationship to child/youth _____ Phone _____

I give permission for the child/youth named above to participate in field trips, retreats, camps and any other off-site activities that are sponsored by TRINITY EVANGELICAL LUTHERAN CHURCH and which are offered as part of TRINITY EVANGELICAL LUTHERAN's Sunday Church School, Confirmation Ministry program TRINITY EVANGELICAL LUTHERAN Youth Group activities or other ministries.

On occasions when I cannot provide transportation myself, I consent to my child's being driven to and from these activities by an adult TRINITY EVANGELICAL LUTHERAN member.

I understand that TRINITY EVANGELICAL LUTHERAN CHURCH will do its best to follow the guidelines set out in THE PLAN FOR WELL-BEING OF THE TRINITY EVANGELICAL LUTHERAN CHURCH COMMUNITY which is intended for the health, safety and protection of TRINITY EVANGELICAL LUTHERAN's children, youth and volunteers.

Parent's or Guardian's Signature _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

MEDICAL PERMISSION FORM

DOCUMENT H

For the year September 1, _____ to August 31, _____ .

Name of Child _____ Birth Date _____ Age _____

Address _____

Phone _____ School _____ Grade _____

Name of Family Doctor _____ Phone _____

Provincial Health Insurance Number _____ Date of last Tetanus shot _____

Does your child have any severe or life-threatening allergies? (eg. bee stings, food, penicillin or other drugs, etc.)

Yes _____ No _____ Detail _____

Does your child use or carry any medications? (eg. antibiotic, ventilator, epi-pen, etc.)

Yes _____ No _____ Detail _____

Does your child have any physical, emotional, cognitive or behavioural concerns or limitations?

Yes _____ No _____ Detail _____

Does your child have any medical conditions of which we should be aware?

Yes _____ No _____ Detail _____

In the event of accident, sickness or other medical emergency, I hereby authorize TRINITY EVANGELICAL LUTHERAN CHURCH to secure such medical treatment as is deemed necessary. It is understood that medical care will be secured promptly and that parents or guardians will be notified at the earliest possible opportunity.

In the event of accident, sickness or other medical emergency, TRINITY EVANGELICAL LUTHERAN CHURCH, its pastor, staff and volunteers are hereby released from any liability.

Parent's or Guardian's Signature _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

SUSPECTED CHILD ABUSE REPORT FORM

DOCUMENT I

This form is to be completed by a pastor.

Date _____

Name of Child _____

Address _____

Phone Number _____

Name of Person Filing Report _____

Name of Person Receiving Report _____

Nature of Suspected Abuse (physical, sexual, emotional, neglect) _____

Indications of Suspected Abuse (facts, physical signs, course of events...) _____

Action Taken (include date and time) _____

The above information will serve as a guide and will be necessary if a report is filed with the police and/or the Children's Aid Society. All information is kept *strictly confidential*.

Signature of person reporting _____

Pastor's signature _____

TRINITY EVANGELICAL LUTHERAN CHURCH

SUSPECTED CHILD ABUSE FOLLOW-UP REPORT FORM

DOCUMENT J

This form is to be completed by a pastor.

Name of Child _____

Address _____

Phone Number _____

Name of Person Who Filed Initial Report _____

Name of Person Receiving Report _____

Conclusions _____

Action Taken (include date and time) _____

The above information will serve as a guide and will be necessary if a report is filed with the police and/or the Children's Aid Society. All information is kept *strictly confidential*.

Pastor's signature _____ Date _____

TRINITY EVANGELICAL LUTHERAN CHURCH

Trinity's Offence Declaration

Document K

Name: _____

Address: _____

Phone: _____

I declare, since the last Criminal Background Check collected by Trinity Lutheran Church or since the last Offence Declaration given to me by this organization, that:

I have no convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions under the Criminal Code of Canada for which a pardon under the Criminals records Act (Canada) has not been issued or granted:

List of offenses:

Date: _____

Court Location: _____

Conviction: _____

Volunteer signature

Date

Pastor Signature

TRINITY EVANGELICAL LUTHERAN CHURCH

Notes

- These Model Forms for a Congregational Screening policy were most recently revised by the Eastern Synod Council in March 2003.