

# Advent Lutheran Church Child Protection Policy

## 1. Introduction

Everyone needs a safe and nurturing place to worship, celebrate, and learn. To help establish this as a safe place, Advent Lutheran Church has established this policy for the prevention of sexual, physical, and emotional misconduct. Additionally, it is intended to protect against false allegations of such misconduct. While no policy implemented by the congregation, no matter how comprehensive, can guarantee the intended results, it is the purpose of this policy and the associated procedures to lessen the risk to all parties involved in congregational activities within the constraints and limitations allowed by law, balancing each individual's right to privacy with the needs of the congregation to protect itself and those who rely on the church for protection.

Resources used to create this Child Protection Policy include:

“The Safe Haven Guidelines: Model Policies for the Protection of All People from Abuse” from the Southwestern Minnesota Synod of the ELCA  
Advent Lutheran Church Child Protection Policy V3, dated 8/27/2012

## 2. Definitions

**Child:** A child is defined as anyone who is in 5<sup>th</sup> grade or younger.

**Youth:** A youth is defined as anyone who is in 6<sup>th</sup>-12<sup>th</sup> grades, or is under 18 years old.

**Church Staff:** All Rostered and lay leadership who are paid by Advent Lutheran Church, who are engaged in ministry or service to the church. This includes pastors, deacons, program, administrative, and custodial staff, as well as all paid staff of Advent Lutheran Preschool.

**Volunteers:** Any persons who serve the church without receiving payment. Volunteers may fall into one or both of the following categories:

1. Those who regularly work with and around children or youth:
  - a. Sunday School Teachers
  - b. Small Group Leaders
  - c. Youth Group Leaders
  - d. Those who provide transportation to groups of children or youth without other adults in the vehicle more than four times per year
2. Those who occasionally work with and around children or youth:
  - a. Congregation Council and/or committee members
  - b. All persons who supervise or assist with supervising children or youth in ministries, programs, or activities infrequently, generally no more than 3 times a year (i.e., assisting with the Christmas Program, teaching one “unit” for rotation Sunday School, serving as a small group substitute leader, etc.)
  - c. All persons who provide transportation to groups of children or youth without other adults in the vehicle four or less times per year
  - d. Adults who participate in overnight activities with children or youth once or twice per year

**Physical Abuse:** Infliction of physical harm or the causation of a child's deterioration, and may include, but shall not be limited to, maltreatment or exploiting a child to the extent the child's health is endangered. (K.S.A. 38-2202)

**Sexual Abuse:** Any contact or interaction with a child [or youth] in which the child [or youth] is being used for the sexual stimulation of the perpetrator, the child [or youth], or another person. Sexual abuse shall include, but is not limited to, allowing, permitting, or encouraging a child [or youth] to be:

- Photographed, filmed, or depicted in obscene or pornographic material; or

- Subjected to aggravated human trafficking, as defined in K.S.A. 2014 Supp. 21-5426(b), and amendments thereto, if committed in whole or in part for the purpose of the sexual gratification of the offender or another, or be subjected to an act which would constitute conduct proscribed by article 55 of chapter 21 of the Kansas Statutes Annotated or K.S.A. 2015 Supp. 21-6419 or 21-6422, and amendments thereto. (K.S.A. 38-2202)

Contact solely between children shall meet the criteria only if the contact also involves force, intimidation, difference in maturity, or coercion. KAR 30-46-10(i).

### 3. Policy Administration

The Director of Youth Ministries, the Church Administrator, and the Senior Pastor shall co-administer this policy and be responsible for compliance with it. The policy administrators shall be responsible for ensuring that all processes for volunteer selection are followed and that all records are maintained.

- Current policy administrator information can be found in Appendix A.
- Policy administrator information shall be updated as often as needed.

Each potential volunteer shall have a file created for them which includes all application materials (application form, signed background check and motor vehicle records check release forms) as well as results of background check and motor vehicle records check, reference checks (notes from phone calls, emails, forms returned, etc.), and any notes kept during the applicant interview, as well as any other information the policy administrators feel should be included in the file.

All records and results are considered confidential and will be kept in a secure location. Only the policy administrators, Advent Lutheran Church's legal counsel, and Advent Lutheran Church's insurance company shall have access to these records.

Potential volunteers have a right to be informed by Advent Lutheran Church if their application to volunteer has been denied as a result of the background check and reference check process. The applicant has the right to obtain from Advent Lutheran Church any record(s) from the background check (excluding notes/letters/emails from references) that form(s) the basis for the denial.

Each year, the policy administrators, pastoral and program staff, and key volunteers (as determined by the policy administrators) shall review this policy and associated procedures and forms and determine if any revisions need to be made. If revisions are made, the policy administrators shall present the revised policy to the Advent Lutheran Church Congregation Council for approval.

### 4. Eligibility

- Those wishing to volunteer with children or youth must have been an active member (regular or associate) of Advent Lutheran Church for at least six months.
  - Those who have transferred church membership to Advent Lutheran Church can request a waiver of this requirement if the pastor or youth director from the previous congregation provides a positive recommendation as well as a copy of the volunteer's most recent background check.
    - NOTE: All of Advent's application and screening processes will still be applicable to a newly-transferred member. The above is to allow for a waiver to the 6-month rule.
- Individuals who have a criminal conviction for, or have pled guilty to, child abuse, a sexual offense, physical abuse, pedophilic behavior, child pornography, kidnapping, or other related offenses will not be allowed to work with children or youth at Advent Lutheran Church.
  - Individuals who have a criminal conviction not related to the above will be reviewed on a case-by-case basis.

- Individuals whose Motor Vehicle Records Check show convictions in the last five years for DUI (for alcohol, illegal, or prescription drugs), reckless driving, or speeding in excess of 15+ mph of posted speed limit will not be allowed to drive children or youth of Advent Lutheran Church for church-sponsored activities.
- All those wishing to volunteer with children must at least be in 6<sup>th</sup> grade and at least two grades higher than the age of children they will be working with.
- All those wishing to volunteer with Middle School (grades 6-8) must at least be in 9<sup>th</sup> grade and at least two grades higher than the age of youth they will be working with.
- All those working with High School youth must be at least one year out of high school. All volunteers must be at least three years older than the oldest youth they will be working with (i.e., if there is an 18-year-old in the youth group, the minimum age of the volunteer is 21).
- All volunteer drivers must be at least 24 years old, have valid Kansas auto insurance, have had an active driver's license for the last three (3) consecutive years, and, at minimum, five (5) years' experience driving.

## 5. Application and Screening Process

- All volunteer applicants must complete a Volunteer Information Form (Appendix B) and Background Authorization Form (Appendix C).
- Applicants must also include their driver's license number and state of issue (Appendix C) if they intend to drive children or youth, regardless of whether they occasionally or regularly drive children or youth, for any church-sponsored activities.
- Applicants need to sign two copies of the Acknowledgement of Receipt of Advent Lutheran Church Child Protection Policy (Appendix D). One copy will be given to the applicant to keep, the other will be kept in the applicant's file.
- Applicants will participate in an individual interview with the Director of Youth Ministries and/or another appropriate staff member of Advent Lutheran Church prior to being accepted as a volunteer. (For example, the Director of Music may interview a potential children/youth choir volunteer, the Deacon or one of the Pastors may interview a potential volunteer who will be providing pastoral care which may put them in contact with children or youth, etc.)
- Potential volunteers must agree to provide references of three persons outside the congregation who know the applicant, preferably who know how the applicant works with children and/or youth.
- Individuals who have been accepted as a volunteer and serve in that capacity on a continuous basis will undergo a background check and motor vehicle records check every three (3) years.
  - "Continuous" means consecutive times when a ministry/program is "running". For example, a Sunday School teacher is considered "continuous" if s/he volunteers during the school year, does not volunteer with any ministry during the summer months when there is no Sunday School, and then begins volunteering again when Sunday School resumes in the fall.
- Volunteers who do not serve on a continuous basis will have another background and/or motor vehicle record check completed when they re-apply to serve as a volunteer. If the individual would like to volunteer within three (3) years of their last volunteer application, the policy administrators and/or the pastoral/program staff can choose to waive the individual interview if the individual has maintained active membership in Advent Lutheran Church.

## 6. Education and Training

- All individuals who have been accepted as new volunteers must attend an in-person Child Protection Policy Training at the beginning of the church program year (August/September). New volunteers must then go online and complete a “quiz” regarding the contents of the training.
- On an annual basis, at the beginning of the church program year (August/September) all individuals who are returning as a volunteer must either attend an in-person Child Protection Policy Training or view a Child Protection Policy Training video, available on Advent Lutheran Church’s website.
  - If viewing the online video, the volunteer must fill out the corresponding online “quiz” regarding the contents of the video.
- On an annual basis, at the beginning of the church program year (August/September) all volunteers must read “A Guide to Reporting Child Abuse and Neglect”, compiled by The Kansas Department for Children and Families. A link to the PDF is available on Advent Lutheran Church’s website. Once read, volunteers must fill out the online “quiz”, verifying they have read the booklet.

## 7. Code of Conduct of Volunteers

- Volunteers understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.
- Volunteers agree to not physically, sexually, or emotionally abuse or neglect a child or youth.
- Volunteers will respond to children and youth with respect, consideration, and equal treatment, regardless of gender, race, sexual orientation, religion, culture, or socioeconomic status.
- Volunteers should serve as a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity.
- Volunteers should avoid even the appearance of impropriety or favoritism.
- Volunteers agree to comply with Advent Lutheran Church’s Child Protection Policy.
- In the event that volunteers observe any inappropriate behaviors or possible policy violations with children or youth, volunteers agree to report their observations to the church’s pastoral and/or program staff.
- All volunteers acknowledge their obligation and responsibility to protect children and youth and understand there may be legal requirements to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with this policy.

## 8. Desirable and Undesirable Behaviors

Advent Lutheran Church is committed to creating and promoting a positive, nurturing environment for our children’s and youth ministries that protect our children and youth from abuse and our volunteers and church staff from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what behaviors are appropriate and inappropriate; otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows volunteers and staff to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. The following guidelines are to be carefully followed by all volunteers and church staff working around or with children or youth.

Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some positive and appropriate forms of affection are listed below:

- Brief hugs. Preferred hugs are “side-to-side” hugs
- Pats on shoulder or upper back
- Handshakes, fist bumps, high-fives, etc.
- Verbal praise
- Holding hands while walking with small children (8 years old and younger)
- Sitting beside small children
- Kneeling or bending down for huddles with small children
- Holding hands during prayer

The following forms of affection are considered inappropriate with children and youth because many of them are the behaviors that predators use to groom children and/or youth and their parents for later molestation or can be, in and of themselves, sexual abuse:

- Lengthy embraces
- Kisses of any kind
- Holding children over three (3) years old on the lap
- Any sexualized touching
- Touching the bottom, chest, or genital areas of any child or youth other than for appropriate diapering or toileting of infants and toddlers
- Being alone with a child or youth/being out of view of others and alone with a child or youth
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth
- Wrestling with children or youth
- Tickling children or youth
- Piggyback rides (either giving a child or youth one or receiving one from a child or youth)
- Picking up a child older than a toddler or youth for any reason
- Any type of a massage given by a child or youth to an adult
- Any type of massage given by an adult to a child or youth
- Any form of unwanted affection or physical contact
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development (Examples include: “You sure are developing”, or, “You look really hot in those jeans”)
- Snapping bras or giving “wedgies” or any touching of underwear or swimwear
- Giving gifts or money to individual children or youth
- Secret meals with individual children or youth
- Secret communications with youth, regardless of medium
- Private scheduled meetings, outings, or events with just one child or youth

## 9. **Additional Harmful/Inappropriate Behavior**

Inappropriate behaviors and interactions can be detected and stopped. Some behavior may be inherently harmful to children or youth or are the types used by child predators to groom children, youth, and their parents, or may create conditions where abuse can occur more easily. Furthermore, some behaviors and interactions are potentially harmful to children or youth in and of themselves.

Examples include, but are not limited to:

- Using, possessing, distributing, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while serving in a leadership role and/or assisting with programs or activities specifically for children or youth.
- Dating or becoming romantically involved with a child or youth, including youth who are 18 years old and not yet graduated from high school.
- Having sexual contact with a child or youth, including youth who are 18 years old and not yet graduated from high school.
- Leaving youth or children unsupervised or giving them an inappropriately-large amount of responsibility.
- Adults sharing with children or youth inappropriate jokes, stories, or personal confessions with children or youth. This includes conversations about their own sexual activities, dreams, and fantasies, or discussing their use of sexually oriented or explicit materials, such as pornography, videos, or materials on or from the internet.
- Dancing, games, skits, or jokes that make fun of a person's socioeconomic reality or sexual orientation.
- Possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of children or youth.
- Using the internet to view or download any sexually oriented materials on church property or in the presence of children or youth.
- Giving gifts or sending special or private communications (in any form) to only certain children or youth.
- Transporting children or youth alone.
- Going over to a child or youth's home when parent(s)/guardian(s) are not home or expected to be home.
- Leaving one adult alone with one child or youth at any time (even when waiting for a parent who is running late to pick up the child or youth).
- Asking a youth to transport another youth or child.
- Adults meeting alone with a youth or child in a private location, including rooms/offices in the church, a home, hotel room, cabin, etc.
- Housing one adult with one child or youth at a camp, youth gathering, or other overnight event.
- Programs for infants and children should have procedures to ensure that children are released only to their parent(s)/legal guardian(s) or those designated by them.
- Sleeping in the same bed, sleeping bag, tent, hotel room or other room with children or youth unless the adult is an immediate family member of all children or youth in the tent, hotel, or other room. It is preferred that even immediate family members have their own rooms. It is

acceptable to have multiple adults sleeping with multiple children or youth participating in one open space, such as a church basement or camp lodge.

- Dressing, undressing, bathing, or showering in the presence of children or youth.
- Using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
- Using harsh language, degrading punishment, or mechanical restraint such as rope or tape, for behavior management.
- Participating in, or allowing others, to conduct any hazing activities relating to children's or youth ministries or camp activities.

#### 10. **Electronic Communication (Social media, email, text, etc.)**

Social media, text messages, and other forms of electronic communication are powerful tools that are considered essential when “doing” ministry with and for all ages. Most youth have access to at least one form of electronic communication in addition to text messaging, virtually all parents have at least an email address, and, increasingly, children have access to smart phones and text messaging. While this increase in access to electronic communication platforms provides incredible opportunities to connect with children and youth in quick, efficient, and effective ways, it also increases the opportunities for these mediums to be used inappropriately. To minimize the risk of misuse of electronic communication between volunteers and youth, the following should be observed:

- Volunteers and church staff should not initiate a request to “friend”, “follow”, “add”, etc., a child or youth. If a child or youth requests to be your “friend”, “follows”, or “adds” you on a social media platform, a volunteer or staff member may accept the friend request, follow, or add the child or youth.
- Whenever possible, volunteers and church staff should “friend”, “follow”, or “add” a child or youth's parent(s)/guardian(s) if the child or youth “friends”, “follows”, or “adds” her/him. This allows parents to see the same things that their daughter/son will see on the volunteer's/staff member's profile/feed/story, and promotes a culture of transparency between the volunteer/staff member and parent(s)/guardian(s).
- One-on-one messaging, whether on social media, via text message, or through email, between volunteers/church staff and children or youth should be discouraged except for brief messages which relate to specific questions. It is preferred that such communications take place via the official Advent Lutheran Church social media pages and/or group messaging tool(s).
- Before pictures or videos of any children or youth are posted on Advent Lutheran Church's social media pages or website, volunteers/church staff should ensure that parents/guardians have signed a photo/video release.
  - Pictures/videos should not be posted on personal social media pages by volunteers/church staff, but only on official Advent Lutheran Church pages and/or website.
  - Posting the names of children and youth is discouraged. If names are used, only first names should ever be posted online.
  - Volunteers and staff should ensure that geo-location tags are removed/disabled from pictures and videos prior to posting them.

## 11. Monitoring and Supervision of Programs

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects.

- It is strongly preferred that at least two non-related adults are present at every program or activity involving children or youth. One of these adults must be screened and eligible to transport children and youth as defined in section 4, bullet point 7.
  - When both male and female children or youth are participating in the program or activity, every effort should be made to ensure both a male and female adult is present.
- There must be two adults present at all overnight activities. If there are both male and female children or youth present, then there must be at least one male and one female adult present.
- If it is not possible for two adults to be present at an activity or program, there must, at all times, be a minimum of two children or youth present. Volunteers are never to be alone with a child or youth.
- Ratios of children and youth to adults is an important component of this policy that helps ensure it is followed:
  - For infants and children less than age 3: 1 adult to 4 children
  - For ages 3-3<sup>rd</sup> grade: 1 adult to 6 children
  - For 4<sup>th</sup>-12<sup>th</sup> grade: 1 adult to 10 children/youth
- Volunteers should arrive at least 15 minutes before a scheduled activity. They must remain at the program or activity until all children and/or youth have been picked up by an authorized person. This helps ensure there are at least 2 adults present at all times.
- Children in 5<sup>th</sup> grade and younger should never be released to find their parent(s) in the church parking lot.
- All programs and activities involving children and youth should maintain an attendance record for every function. This includes Sunday school classes, confirmation class, small group meetings, and youth group.
  - The date of the function, along with the names of all children/youth participants, as well as the volunteer(s) and staff present should be included on the attendance log.
- Volunteers should prepare an Injury Report whenever an injury occurs during a ministry function. This form should be given to the program or pastoral staff responsible for the ministry area.

## 12. Action Plans

- Confidentiality
  - When a child or youth asks you (volunteer and/or staff member) if you can keep a secret, you should tell them that you are not able to make that commitment. Assure them that you care about them and that you want to hear what they have to say. This includes abuse, suicide threats, or information regarding crimes.
- When abuse is suspected:
  - Document concerns
  - Any perceived inappropriate conduct or relationship between a volunteer or staff member and a child or youth should immediately be reported to the pastoral/program staff member responsible for the ministry and/or one of the pastors.
  - If someone has reason to believe or suspects that a child or youth has been maltreated, or is at risk of being neglected, physically abused or sexually abused, they must immediately inform a program staff or pastor, who will assist in reporting the



information. Any person making a voluntary or mandatory report will be immune from liability if s/he is acting in good faith.

- If the reporting party wishes to remain anonymous, the report should be made in the presence of an attorney or other independent witness.
- The following guidelines will be followed in the case of an allegation of abuse:
  - A policy administrator and/or pastor or the church council president will report the incident(s) or allegation(s) to Advent Lutheran Church's legal counsel, insurance company, and Central States Synod officials. Only police or professionals familiar with investigating such allegations should handle an in-depth investigation. Advent Lutheran Church will arrange for an external investigation to begin promptly and provide full assistance to the investigator.
  - If an allegation of abuse is made against a Rostered Leader (pastor or deacon), Advent Lutheran Church's policy administrators or church council president should report the allegation to the Central States Synod and cede the responsibility of the process to synodical authorities.
  - With the assistance of Advent Lutheran Church's legal counsel and/or insurance company, the proper civil and/or criminal authorities will be contacted.
  - Advent Lutheran Church's Child Protection Policy Administrators will ensure the records of the accused are accessible and up-to-date. These records should include their Volunteer Information Form (Appendix B), Criminal Background Check Authorization (Appendix C), and their completed Criminal Background Check document.
  - Advent Lutheran Church's legal counsel should be present while answering any investigative questions by the police and/or social service authorities.
  - The accused will not be notified of the allegations against him/her until the safety of the alleged victim is secured and an investigator has been selected.
  - The accused will be treated with dignity and respect. Any volunteer or staff member accused of abuse should be suspended of their duties and asked not to come onto Advent Lutheran Church property until the investigation is completed and the allegation(s) are resolved.
  - All efforts made in handling the incident(s)/allegation(s) will be documented.
  - Advent Lutheran Church will obtain a written report from the investigator summarizing the findings. With the assistance of legal counsel and/or the insurance company, the policy administrators will determine appropriate corrective and/or disciplinary action to take, including following up with the alleged victim, the victim's family or legal guardian, and the accused party.

### 13. Response to the Public and Media

- Advent Lutheran Church's Senior Pastor and/or legal counsel will be the spokesperson for Advent Lutheran Church regarding abuse allegations. This person will speak to the media and congregation as necessary in a discreet, informed, and diplomatic manner. Only one person should speak on behalf of Advent Lutheran Church on any given case.
- The details of an accusation will not be spelled out or shared with the media or public.
- The release of information to the press or public is to be handled with extreme care. No public releases or statements should be made until Advent Lutheran Church's legal counsel has been consulted and reviews the wording of said statements or releases. Every effort should be made to safeguard the privacy of all parties and the identities of the alleged victim(s).

#### **14. Questions and Answers Regarding the Child Protection Policy**

**Q: What happens with my Volunteer Application and Background Check documents once they are obtained by the church?**

**A:** A file is created for each person who applies to be a volunteer for children and/or youth ministries at Advent Lutheran Church. All application materials and results of background checks are the property of Advent Lutheran Church and will be retained, regardless of whether a volunteer applicant is accepted or denied. These files are kept in a secure location, and only the Child Protection Policy Administrators, Advent's legal counsel, and Advent's insurance company have access to this information.

**Q: How are the results of my background records check communicated?**

**A:** If no "red flags" are returned, the ministry leader(s) will simply be told that they are able to begin utilizing you as a volunteer, and s/he will be responsible for following up with you. If there are "red flags", you may be contacted by a Policy Administrator with clarifying questions about the result(s), or you may be contacted in writing that your application to work with children and/or youth was denied. Under the Federal Credit Reporting Act, you may request a copy of the background check results.

**Q: What are the expectations regarding a child to/from a church-sponsored event?**

**A:** Church staff and volunteers will not transport a child or youth in a vehicle without another individual present, unless there is a verifiable emergency that requires immediate transportation and no one is available to accompany that staff person/volunteer.

**Q: I am 18 years old. Am I allowed to transport others my age or younger to/from a church-sponsored event?**

**A:** No. Only those who are at least 24 years old, have valid Kansas auto insurance, have had an active driver's license for the last three (3) consecutive years, and, at minimum, five (5) years' experience driving are eligible to transport children/youth to/from a church-sponsored event.

**Q: I am an adult and plan to offer my services to drive children/youth on a church-sponsored "day trip". Do I have to submit to a Motor Vehicle Records search?**

**A:** Yes. Only individuals whose Motor Vehicle Records search has shown an acceptable driving record are authorized to transport children/youth for a church-sponsored event.

**Q: What should I do if a parent/guardian fails to show up to pick up their daughter/son after youth group or some other church event? Can I take the child/youth home?**

**A:** You should first call or text the parent. If you cannot reach the parent, contact the staff person in charge of your ministry area. Together you can give the child/youth a ride home.

**Q: A child has come to the last two events you volunteered at with bruises on their arm. When asked about it, s/he said they were riding their bike and fell. What should you do?**

**A:** You should contact the church staff person responsible for your ministry area.

**Q: You notice an adult spending time alone with a child/youth at church. You know the parent of the child/youth, but are unsure of the relationship between the adult and the child/youth. What should you do?**

**A:** If the parent is nearby, be willing to voice your concerns to the parent directly and discreetly. If the parent is not nearby, notify the Director of Youth Ministries and/or one of the pastors.

APPENDIX A

**Advent Lutheran Church Child Protection Policy  
Policy Administrators  
Current as of March 2023**

Rev. Anteneh Gebre-Selassie  
913.681.2074 (office)  
pastoranteneh@gmail.com

Brenda Schauer  
Church Administrator  
913.681.2074 (office)  
[info@adventolathe.org](mailto:info@adventolathe.org)





APPENDIX B

Volunteer Information Form  
(Confidential)

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Previous Address(es) in the last 5 years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Position at Work: \_\_\_\_\_ Years at Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Previous Employer(s) & their contact information in the last 2 years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In which children's/youth program(s) do you want to become involved? \_\_\_\_\_

What skills would you bring to this program? \_\_\_\_\_

Do you have experience working with children/youth?  Yes  No

If "Yes", please explain, including agency(ies), duty(ies), and date(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Have you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, maltreatment, or neglect?  
 Yes       No
2. Have you ever been accused or convicted of possession/sales of a controlled substances or of driving under the influence of alcohol or drugs?  
 Yes       No
3. Are you using illegal drugs?  
 Yes       No
4. Have you been arrested or convicted for any criminal act other than a traffic violation?  
 Yes       No
5. Have you ever been involved romantically or sexually with any student in the youth ministry of Advent Lutheran Church, or had sexual relations with any minor after you became an adult?  
 Yes       No
6. Have you ever been a victim of any form of child abuse?  
 Yes       No
7. If your answer to #6 is “yes”, would you like to speak to a pastor or counselor?  
 Yes       No
8. Have you ever gone through treatment for alcohol or drug abuse?  
 Yes       No
9. Have you ever been asked to step away from ministry or work with students or children in any setting, paid or volunteer?  
 Yes       No
10. Is there anything from your past, or current, life situation that might be a problem if we found out about it later?  
 Yes       No

If the answer to any of the above questions is “yes”, please attach a full, written explanation. These will be discussed confidentially with you at a future date.

**References**

Please provide the names and contact information for three (3) people who know you well and your ability to work with children/youth. Please do not list family.

Name/Relationship	Email Address	Phone Number

I understand the Child Protection Policy of Advent Lutheran Church and agree to be bound by the expectations contained herein.

Yes       No      Initial Here: \_\_\_\_\_

**Authorization and Release**

I, the undersigned, give my authorization to Advent Lutheran Church representatives to verify the information on this form. Advent Lutheran Church may contact my references, former congregation(s), and appropriate government agencies as deemed necessary in order to verify my suitability as a church children and/or youth ministry worker. I am willing to submit to Advent Lutheran Church any and all background checks they may deem necessary, including identity verification, criminal database search, sex offender registry search, county court record search, and/or motor vehicle record search. I authorize any references, pastors, youth directors, agencies, congregational representatives, etc. to give Advent Lutheran Church any information (including opinions) that they may have regarding my character and fitness for children/youth ministry. I hereby release any individual, agency, congregation, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may exist at any time to me, my heirs, or family, on account of compliance, or any attempts to comply, with this authorization, excepting only the communication of knowingly false information. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Child Protection Policy of Advent Lutheran Church, as well as any future policies that may be enacted by Advent Lutheran Church, the Central States Synod of the Evangelical Lutheran Church in America, and/or the Evangelical Lutheran Church in America. I also agree to refrain from conduct unbecoming a Christian in the performance of my services on behalf of Advent Lutheran Church. If I violate these guidelines, I understand that my volunteer status may be terminated. By signing this application, I state that **all of the information contained in this application is correct to the best of my knowledge.**

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT.** This is a legally binding agreement which I have read and understand.

\_\_\_\_\_  
Applicant's Name (printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature (an adult, other than a relative)

\_\_\_\_\_  
Date





Appendix C

VOLUNTEER GENERAL RELEASE FORM
[IMPORTANT - PLEASE PRINT CLEARLY]

ORGANIZATION: Advent Lutheran Church, 11800 W. 151st Street, Olathe, Kansas, 66062

\*\*\*\*\*

SUBJECT:

First Name: MI: Last:

Maiden or Alias Names Used:

Social Security Number: Date of Birth:

Driver License Number: State of Issue:

Current Street Address:

City: State: Zip Code:

NOTICE AND ACKNOWLEDGEMENT

[IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING]

NOTICE REGARDING BACKGROUND INVESTIGATION

Advent Lutheran Church may obtain information about you from a consumer reporting agency for volunteer purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are accepted to volunteer, throughout your volunteer period. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Clear Investigative Advantage LLC, 3000 Internet Blvd., Suite 610, Frisco TX 75034, Tel. 888-242-2503 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Advent Lutheran Church to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are accepted to volunteer, throughout the course of your volunteer period to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Advent Lutheran Church by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am accepted to volunteer, throughout my volunteer period. To this end, I authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Clear Investigative Advantage or another outside organization acting on behalf of Advent Lutheran Church, and/or Advent Lutheran Church itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box [ ] if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box [ ] if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by Advent Lutheran Church at no charge whenever you have a right to receive such a copy under California law.

Signature: Date:



*Para información en español, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, disclosure will be free. You are entitled to a free disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based upon. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688) or [www.optoutprescreen.com](http://www.optoutprescreen.com).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identify theft victims and active military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency <i>Compliance Management</i> , Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

Appendix D - Copy 1  
(for volunteer's file)

**Acknowledgement of Receipt of Advent Lutheran Church Child Protection Policy  
and Appendices**

I hereby acknowledge that I have received a copy of the Advent Lutheran Church Child Protection Policy. I have read and understand this policy and was given the opportunity to ask questions. I understand my ongoing obligation to comply with all information identified in this document.

I further acknowledge the receipt of Appendices A (Policy Administrator Information), B (Volunteer Information Form), and C (Volunteer General Release Form and Federal Credit Reporting Act Summary of Rights).

Name (please print): \_\_\_\_\_  
First / Middle / Last

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City / State / Zip Code

Phone: \_\_\_\_\_  
Home Cell

\_\_\_\_\_  
Signature / Date of Policy Receipt

\_\_\_\_\_  
Witness Name (print)

\_\_\_\_\_  
Witness Signature / Date



**Appendix D - Copy 2  
(to be given to volunteer)**

**Acknowledgement of Receipt of Advent Lutheran Church Child Protection Policy  
and Appendices**

I hereby acknowledge that I have received a copy of the Advent Lutheran Church Child Protection Policy. I have read and understand this policy and was given the opportunity to ask questions. I understand my ongoing obligation to comply with all information identified in this document.

I further acknowledge the receipt of Appendices A (Policy Administrator Information), B (Volunteer Information Form), and C (Volunteer General Release Form and Federal Credit Reporting Act Summary of Rights).

**Name (please print):** \_\_\_\_\_  
**First / Middle / Last**

**Address:** \_\_\_\_\_  
**Street**

\_\_\_\_\_  
**City / State / Zip Code**

**Phone:** \_\_\_\_\_  
**Home** **Cell**

\_\_\_\_\_  
**Signature / Date of Policy Receipt**

\_\_\_\_\_  
**Witness Name (print)**

\_\_\_\_\_  
**Witness Signature / Date**