

# **CHILD AND YOUTH PROTECTION MANUAL**

This manual has been prepared solely for the use of The Foursquare Church, and Foursquare shall not be liable for use of the manual, in whole or part, by any other person or party.

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*But if anyone causes one of these little ones who believe in me to sin,  
It would be better for him to have a large millstone hung around  
His neck and to be drowned in the depth of the sea.  
Matthew 18:6*

*“Keep me, Oh Lord, from the hands of the wicked; Preserve me from  
violent men, who have purposed to make my steps stumble.”  
Psalm 140:4 (NKJV)*



**INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL  
CORPORATE RESOLUTION REGARDING THE SAFETY OF CHILDREN**

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Providing a safe, secure, and happy environment for children takes diligent oversight and a heartfelt conviction that children deserve the best. Included here is a copy of a resolution regarding the safety of children adopted April 3, 1991, during the International Church of the Foursquare Gospel Convention in Van Nuys, California.

**WHEREAS** the Holy Scripture declares children are a heritage from the Lord; and

**WHEREAS** the Creator has made mankind in His image and sanctified human life with eternal destiny; and

**WHEREAS** our Lord Jesus Christ received little children and clearly taught us that “of such are the Kingdom of Heaven”; and

**WHEREAS** both a severe warning against offending little ones and solemn commandments to protect, nurture and teach our children are evident throughout the Word of God;

**THEREFORE BE IT RESOLVED**

**THAT** the safety of the child be defended and sacred value of each individual be taught in the writings, the witness and the work of the International Church of the Foursquare Gospel;

**THAT** we subscribe to a gracious balance between the safety of each individual and the responsibility of parental, civil and Church authority;

**THAT** we boldly declare our belief that each child has the right to life, liberty and fulfillment in the pursuit of happiness according to the precepts of the Bible; and

**THAT** together we demonstrate a deep respect for human life, a firm commitment for future generations to have access to Christ’s calling and an entrance into his eternal Kingdom.





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## CHILD AND YOUTH PROTECTION MANUAL

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### 1. INTRODUCTION AND OVERVIEW

We understand intellectually that abuse happens, but we may have difficulty accepting that it can happen within our programs and within the Foursquare family. The following program has been developed to educate ministers, staff and volunteers on the very real threat of child abuse and to provide policies and procedures for fulfilling our biblical and civic responsibility to protect children. All such persons are bound to abide by the policies and procedures contained in this manual. When our child and youth programs are developed in accordance with this policy, we believe everyone will easily function within its boundaries. Volunteers may read part, or all, of this manual, but must read those forms, applications and pages detailed in Section 2.1 of this manual. This policy has been established within The Foursquare Church and includes ministries that involve children and youth.

All types of abuse and mistreatment of children are strictly prohibited.

The policy and procedures outlined herein apply equally to children and youth. For ease of reading, children and youth are jointly referred to as children.

The Foursquare Church may modify these materials at any time, with or without advance notice, at its sole discretion.

#### 1.1. Purpose Statement

The Foursquare Church is committed to protecting and releasing in children the calling God has placed on their lives. First Thessalonians 5:23 is our guide: "... may your spirit and soul and body be preserved complete ..." (NASB). We have been charged by God with the responsibility of protecting each child's spirit, soul, and body and will do everything possible to ensure that that charge is fulfilled.

We are committed to creating a safe and nurturing environment that fosters spiritual, emotional and physical health for all children who participate in our ministries. We are also committed to protecting staff members and volunteers from unwarranted accusations.

#### 1.2. Definitions of Terms

Adult – any ministerial staff member, program director, lay staff member, or volunteer (all as defined below) who is 18 years or older

Child (children) – any person(s) under the age of 18 years, including children in youth ministries

Junior volunteer – a minor between the ages of 12 and 17 who serves in any volunteer capacity with Foursquare children's programs and is active in the local church (junior volunteers must be at least 3 years older than the children they are helping)

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Minister or ministerial staff member – a senior pastor, associate pastor, assistant pastor, and/or any other pastor, who has a current Foursquare credential and is appointed to the local church

Program director – the person who supervises local Foursquare church, school and/or camp ministry programs for children

Staff or staff member – includes, but is not limited to, ministers (as defined above), employees, associate staff, interns, and staff spouses, paid or unpaid, who are in a position of responsibility and/or authority at the local Foursquare church, school, and/or camp

Volunteer – any non-staff person 18 years or older who assists in any volunteer capacity with Foursquare children's programs, including, but not limited to Sunday school workers, unpaid daycare workers, camp workers and camp cabin leaders

### 1.3. Definition of Child Abuse

In general, child abuse is any physical, emotional, or sexual maltreatment, neglect of health and welfare, or exposure to unreasonable risk of harm related to a minor. Whether or not a situation involves abuse may depend upon the circumstances of the situation. Child abuse may include, but is not limited to, the following:

- Intentionally inflicting injury upon a minor
- Placing a minor in a situation where he or she is likely to be injured
- Engaging or allowing a minor to be engaged in sexual activity
- Allowing a minor to witness sexual acts or to be exposed to pornographic materials
- Allowing a minor to witness the abuse of another individual
- Inflicting excessive punishment on a minor
- Allowing a minor to be given or to consume illegal controlled substances
- Neglecting a minor by withholding or denying food, water, clothing, shelter, medical care, unnecessarily restricting freedom of movement, or failure to protect
- Allowing or perpetrating any form of exploitation of a minor

Sexual abuse includes, but is not limited to, any contact or interaction between a minor and an adult, when the minor is being used for sexual stimulation of one or more adults. Sexual behavior between an adult and a minor is always considered non-consensual even when the minor agrees to or initiates the behavior.

Emotional abuse is a pattern of behavior attacking a child's self-worth. It includes belittling, terrorizing, isolating, rejecting, ignoring, and corrupting the child. When continued over a period of time, these activities affect the child's emotional development.

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### 2. SCREENING AND SELECTING WORKERS

All ministers, staff members and volunteers who will have access to children, must be thoroughly screened as part of the selection process, in keeping with the following guidelines.

**Note:** All forms necessary to complete the screening process are included in this manual, in the *Handbook for the Operation of Foursquare Churches* (hereafter called the *Handbook*) or, for schools, in the specialized materials available online at [ce.foursquare.org](http://ce.foursquare.org).

1. All applicants for employment and volunteer service, will complete and sign an approved application form.
  - a. The application form for employment in a Foursquare church (or a customized version thereof)
  - b. The application to serve as a cabin leader or other camp personnel (or a customized version thereof)
  - c. The application to perform volunteer service (or a customized version thereof)
2. All prospective volunteers will fulfill the attendance requirement: six months of regular attendance at the local Foursquare church prior to being accepted for volunteer service. Rare exceptions may be made at the discretion of the ministerial staff but only after the volunteer has submitted to the background screening detailed in this manual.
3. All adult applicants for employment and volunteer service will agree to a Social Security based criminal background check, a sexual offender registry check, and will sign a form to release background information.
4. All applicants for employment and volunteer positions will submit to the complete interview/reference process.
  - a. Hiring and recruiting directors will use Foursquare's standardized questions or the equivalent
  - b. Hiring and recruiting directors will conduct a minimum of two (2) reference checks using Foursquare's standardized questions and procedures or the equivalent
  - c. Hiring and recruiting directors will document all responses to reference checks and applicant interviews and keep documentation on permanent confidential file at the local church

Any individual with a prior history of perpetrating physical, emotional, or sexual abuse or neglect, or who, in The Foursquare Church's sole discretion, is found otherwise unsuitable to work with children will be prohibited from working with children and will not be accepted for employment or volunteer service within any children's program of The Foursquare Church.

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Substitutes for staff and volunteers in any program will be selected from the pool of prescreened adults at the local church.

### **2.1. Documents to be Provided to Employees and Volunteers**

Upon acceptance for employment, all employees will receive a copy of this manual and all its related documents.

Upon acceptance for a volunteer position, all volunteers will sign that they have received, read and will respect the requirements of the following: the “Child and Youth Protection Code of Conduct,” “Appropriate and Inappropriate Physical Interactions,” “Appropriate and Inappropriate Verbal Interactions,” “Appropriate and Inappropriate Corrective Measures,” and “Major Signs of Abuse and Neglect,” located in Sections 9.2, 9.3, 9.4, 9.5, and 9.6 of this manual.

### **2.2. Applications**

The Foursquare Church requires all churches maintain completed applications for all employees, cabin leaders, volunteers and junior volunteers equivalent to the applications located in Sections 12.1, 12.2 and 12.3 of this manual. Applications may be customized according to the needs of the local church in accordance with applicable law; however, with the exception of specific skill sets, all information included in the approved applications must be included in the customized ones. It is essential that completed applications be kept in a confidential file at the church.

### **2.3. Interviewing Candidates**

The Foursquare Church requires all churches conduct a face-to-face interview with all applicants, including applicants for volunteer service, using the standardized questions provided in Section 12.6 of this manual. The standardized questions are designed to assist the interviewer in assessing the risk of the applicant engaging in abusive behaviors. At the discretion of the church, additional questions may be asked provided those questions are in accordance with applicable law. Whenever possible, two people representing the local Foursquare church should be involved in the interview process.

### **2.4. Reference Checks**

References validate information provided by the applicant. The Foursquare Church requires all churches contact a minimum of two references for each applicant for a position that includes access to children. A required list of standardized questions is located in Section 12.7 of this manual. The questions are designed to see that the screening process is thorough and the applicants are treated fairly. Churches will use these or comparable questions when checking references. Additional questions may be added at the discretion of the church, provided that those questions are in accordance with applicable laws.

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It is essential that documentation of the information gathered during the reference check process be kept confidential in the applicant's personnel file at the local church. Reference checks are required for all applicants, regardless of whether the applicant is well known in the church.

### 2.5. Criminal Background Checks

Because Foursquare values children, regardless of whether staff members and volunteers are well known members of the church, Social Security based criminal background checks must be conducted on all applicants for ministerial, staff, and volunteer positions with access to children. In addition, Social Security based criminal background checks must be conducted every three years on all current ministers, staff members and volunteers who have access to children to ensure that they have not been convicted of criminal conduct that makes them ineligible to continue working with children. Conviction of some criminal offenses may make an applicant legally ineligible or undesirable for a position working with children.

Consent forms needed to perform the background checks are located in Section 12.4 of this manual. Applicants in all states will complete the "Consumer, Investigative, and Direct Reports Authorization, Disclosure and Release" and "Consumer, Investigative, and Direct Reports Disclosure" forms. Applicants in California will also complete the "Consumer, Investigative, and Direct Reports Disclosure – California Addendum."

There are occasions when an individual serves in multiple roles within Foursquare at multiple locations. For example, a local church youth leader may serve as a cabin leader when the church's youth group goes to camp. In those cases, the primary Foursquare entity (returning to the above example, the church would be the primary entity) must perform the entire screening process per Section 2 of this manual, and the secondary Foursquare entity (continuing with the above example, the camp) must verify and document that the individual has been screened and received a clean background check.

Foursquare's insurance department provides five (5) Social Security-based (or comparable) online national criminal background checks per year, per church, free of charge. For information regarding using this program, refer to Section 12.5 of this manual, or contact the insurance department (888-635-4234, ext. 4400). The local church may continue using its already-established criminal background check program as long as it is consistent with at least the minimum standards of the Foursquare program. Contact the insurance department to confirm whether the program is comparable.

**An important word about background check limitations.** Criminal background checks are a vital *part* of a cohesive staff screening system. The national checks Foursquare has contracted to conduct can detect convictions in locations other than those listed on a candidate's application. At the same time, it is important to understand all criminal background check systems have inherent limitations. Errors can and do occur because, among other things, the databases and records available may not be complete, up to date, or accurate, and there may be gaps and time

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periods in which information is missing. These limitations are embedded in the present system and outside of Foursquare's control. Therefore, such checks should never be viewed as the sole (or even the essential) element of your screening process. Rather, you will want to be sure your staff is aware of these limitations and takes seriously the responsibility of implementing all other areas of the *complete* screening process referenced in this manual. Other areas include:

1) candidate's completion of an appropriate application form, 2) a six month church attendance period before the candidate can serve, 3) candidate interview, 4) reference checks, 5) adequate child-worker ratios, and 6) adequate supervision.

### **2.6. Screening workers without a Social Security number**

There are situations where standard background checks cannot be implemented or would be inadequate. These include cases where an applicant (employee or volunteer) has not lived in the United States for the last 7 years, is currently an international student with a valid Visa or is lawfully living in the United States without a Social Security number. An employee applicant must have a valid social security or tax identification number.

In these cases the following guidelines would be required:

1. A U.S. criminal background check (non-Social Security number check acceptable if applicant does not have one and meets above criteria).
2. A check with the National Sex Offender Registry ([www.nsopr.gov](http://www.nsopr.gov)) to verify that the applicant is not currently a registered sex offender
3. A written document from the applicant stating that he/she has never been convicted of any crime, abuse or inappropriate sexual activity and signed under penalty of perjury under the laws of the state in which it is signed.
4. One year of attendance at the church \*
5. A third reference letter from the country of origin/residence from the applicant's former pastor or a law enforcement official
6. The applicant will always serve under the supervision of another adult childcare worker.

\* In situations where the worker is needed before one full year of church attendance, the church may submit an international background check through the Insurance Department. The church will be responsible for the costs of the international background check.

### **2.7. When a Conviction is Revealed in a Background Check**

If a criminal background check reveals a conviction that bars the applicant from serving, the insurance department will notify the staff member who has been pre-designated by the church to receive these notices. The obtaining and dissemination of information from this source falls under the jurisdiction of the Fair Credit Reporting Act, 15 USC 1681. The fraudulent or improper use of information received can subject a church to fines and penalties, as well as possible litigation.



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It is important that churches who obtain background check services through another company follow the procedures detailed in this section, as well as any additional procedures detailed in Section 12.5 of this manual, for responding to applicants who have convictions.

The Foursquare Church requires a person with a prior conviction for molestation or other abuse against a minor NOT be placed in any position within the church, school, or camp that has access to children. Refer to Section 16.6.5 of the *Handbook* for detailed instructions regarding ministering to persons convicted of sexual crimes against children. This protects the children, the person, and the church, school or camp.

A conviction does not necessarily preclude a person from serving on staff or as a volunteer within a children's or youth program. Except for offenses against children and offenses of an inherently violent, abusive or sexual nature (all of which shall presumptively disqualify a candidate from serving with children), the following guidelines can be used in assessing whether an offense disqualifies one for service with children:

- The nature and seriousness of the offense
- The circumstances under which the offense occurred
- The age of the person at the time of the offense, and how much time has passed since the offense occurred
- The person's commitment to and acts of repentance, rehabilitation, restitution, and reconciliation
- The probability the person will repeat the offense
- Societal conditions that may have contributed to the nature of the offense

If you have any questions about the above, please contact Foursquare's corporate counsel (888-635-4234, ext. 4210).

Prior to finalizing any adverse action based in whole or in part on the criminal background report, provide the subject of the report the following (this does not prevent taking intermediate steps to insure the safety of the child(ren) or other person):

1. A copy of the report, which will have been sent to the church.
2. A reasonable amount of time after the applicant receives the reports (approximately 10 days) to dispute the accuracy and completeness of the information.

Adverse actions would include failure to hire an applicant or termination of an existing staff member's employment, based in whole or in part on the report.

If adverse action is taken, also provide the subject of the report the following:

1. Notice of the adverse action, including denial of the position or termination.

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2. Name, address and toll-free telephone number of the company that performed the background check.
3. A statement that the company referenced in 2, above, did not make the decision to take the adverse action and is unable to provide the specific reason why the action was taken.
4. Notice of the subject's right to obtain a free copy of the report from the company referenced in 2, above, if after 60 days of receipt of the notice he/she requests a copy from that company.
5. Notice of the subject's right under the Fair Credit Reporting Act to dispute with the company referenced in 2, above, the accuracy or completeness of any information in the report.

The entire process is to be well documented. Documentation would include, but not necessarily be limited to, copies of the report, copies of the consent form, copies of the written notice of adverse action, memos of all verbal communications. It is essential that all records be permanently maintained in a safe location at the local church. For the protection of the church and the applicant or employee, keep all information strictly confidential.

### 3. SUPERVISION

#### 3.1. Supervising Children's Programs

**Note:** The supervision ratios in this section apply to all Foursquare church programs. For Foursquare camps and schools other ratios may apply as required by local, state, and/or federal law. Details are available through Foursquare Christian Education (888-635-4234, ext. 4270; online at [ce.foursquare.org](http://ce.foursquare.org)).

Children who participate in Foursquare programs must be supervised at all times. Except for one-to-one ministry as defined below, ensure a minimum of two fully screened and authorized adults are present to provide supervision for the duration of all Foursquare-sponsored children's activities or events. At no time may junior volunteers serve independently of adult staff members or volunteers.

"Adequate adult supervision" may vary depending on the size of the group and the activity. For example an outdoor event with 200 tweeners (aged 9-12) may be well supervised by 8-10 adults; however a group the same size of preschool aged children would require 20 or more adult supervisors. Conversely, it might be tempting for a church with a small number of school age children to think that one adult is adequate supervision.

Generally speaking, more supervision is always better. Most educators recommend that teacher to student ratios remain small for maximum learning. In all cases, the two person rule is the minimum standard, regardless how many children are present. Beyond that, the following ratios define "adequate" adult supervision:

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Birth to 2.5 years	3 children to 1 adult
Preschool (2.5 to 5 years)	8 children to 1 adult
Elementary (5 to 9 years)	10 children to 1 adult
Tweeners (9 to 12 years)	15 children to 1 adult
Youth (12 and older)	25 youth to 1 adult

**Note:** The adult-to-child ratio should be adjusted in relation to the hazard level and isolation of the activity.

All church-sponsored children's events and activities will be regularly monitored by staff members and program directors or other authorized delegates who will make unannounced visits to classrooms or other program sites. Authorized monitors will comply with the form, "Instructions for Supervising Children's Ministries" and complete the form, "Monitoring Checklist for Children's Ministries," located in Sections 9.7 and 9.8 of this manual. Completed checklists will be kept on file at the local church for one year.

The Foursquare Church requires each church use a sign in/sign out system to assist with identification at every church-sponsored activity or event for children from birth through preschool ages and recommends using a sign in/sign out identification system through elementary school ages. Suggestions and recommendations are available through Foursquare Christian Education (888-635-4234, ext. 4270). Completed records from the sign in/sign out system will be kept on file at the local church for one year.

### 3.2. Managing Bathroom Visits

Take great care to ensure the safety of all children, staff members, and volunteers during bathroom visits. Specifically, staff members/volunteers may not be alone with a child in the bathroom. Each church must establish a bathroom visit procedure that works for its facility. Appropriate procedures include, but are not limited to informal monitoring (such as keeping the door ajar so passers-by can see the staff or volunteer), two authorized adults taking child(ren) to the restroom, or asking the parent to assist. Additionally, groups of children may not be unmonitored in the bathrooms for extended periods of time nor may children of significantly different age groups be in the same bathroom at the same time. Refer to Section 5.5 of this manual for managing overnight bathroom procedures.

### 3.3. Parental and Guardian Involvement in Children's Programs

The Foursquare Church encourages parents and guardians to observe church-sponsored children's programs, to become volunteers in the programs, and to provide feedback to ministers and program directors about those programs. Prior to observing a program, potential observers should contact the program director for approval and wear identification for the duration of their observation.

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### **4. INTERACTIONS BETWEEN STAFF MEMBERS/VOLUNTEERS AND CHILDREN**

#### **4.1. Verbal Interactions**

The Foursquare Church clearly differentiates appropriate and inappropriate verbal interactions between staff members/volunteers and children. Staff members/volunteers are to speak with utmost respect toward children at all times. Refer to Section 9.3 of this manual for a list of appropriate and inappropriate verbal interactions.

Under no circumstances may staff members/volunteers discuss topics of an inappropriate sexual nature in the presence of children.

Prior to any formal presentation with children regarding topics of a sexual nature including encouragement to practice abstinence, both the outline and key points of the presentation and the context of the presentation must be given in writing and approved by the ministerial staff. Prior notice of such discussion will be given to parents/guardians of all potentially involved children. Refer to Section 9.14 of this manual for a sample notice to parents.

#### **4.2. Physical Interactions**

A child's healthy development is greatly dependent upon physical touch and expressions of affection. In appropriate circumstances, the Foursquare Church values healthy, affirming touch. The Foursquare Church clearly differentiates appropriate and inappropriate physical contact between staff members/volunteers and children. Physical contact must be strictly related to the needs of the child, not the needs of the staff member/volunteer. Ensure that all contact takes place in public areas or in areas that permit monitoring by other adults. Refer to Section 9.4 of this manual for examples of appropriate and inappropriate physical interactions.

Touch must be age-appropriate and should generally be initiated by the child rather than the worker. Children have the right to decide how much physical contact they have with others, except in rare circumstances when they need medical attention or to provide for the safety of the child or others. The Foursquare Church recognizes there are occasions when touch is necessary, occasions such as changing diapers and assisting with bathroom visits of young children.

It is appropriate for staff members/volunteers to monitor each other's behavior and point out anything that could be misunderstood. However, report all concerns about possible abuse to the program director.

#### **4.3. Monitoring of Peer Interactions**

The Foursquare Church clearly differentiates appropriate and inappropriate interactions between children. Staff members/volunteers are to encourage children to interact respectfully with each other at all times. Further, it is imperative that staff members/volunteers immediately intervene in and bring to an end any inappropriate interaction such as hazing, bullying, harassing, ridiculing or humiliating, intimidating, name-calling, and sexual innuendoes.

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### **4.4. Corrective Measures of Children During Church Activities**

At times during church activities disciplinary or corrective measures by staff or volunteers are necessary. Discipline and correction should always be handled lovingly and firmly. The person administering discipline or correction should communicate clearly to the child that it is the action that is unacceptable, not the child. It is appropriate to intervene to protect a child from harm or risk of harm. It is never appropriate to use corporal punishment; nor is it appropriate to shake a child, make degrading remarks, or threaten to use corporal punishment with a child. Refer to Section 9.5 for appropriate and inappropriate corrective measures.

### **4.5. Interactions Outside of Scheduled Program Activities**

As to church sponsored events, the Foursquare Church believes it is acceptable for staff members/volunteers and children to meet outside of regularly scheduled program activities only when it is of clear benefit to the child. Receive prior written approval from the parents/guardians of the child and by the supervising pastor, and arrange for the interactions to take place in a public setting. Follow the instructions detailed in Section 9.15 of this manual when planning these interactions.

### **4.6. One-on-One Interactions**

On any occasion, such as a pastoral care session, that one adult staff member/volunteer is alone with one child, every precaution is to be taken by the adult to minimize the risk of abuse or allegation of abuse. Ways to minimize risk include:

- Leaving the door open or moving to an open area that can easily be observed
- Meeting in a public location where informal monitoring is possible
- Informing a minister, staff member, or the program director of the situation
- Asking another adult to randomly drop in
- Avoiding physical displays of affection
- Keeping a log of the meetings including names, dates, locations, activities, and any unusual incident or observation

### **4.7. Pornographic or Other Sexually Explicit Materials**

Under no circumstances shall children who are entrusted to the care of The Foursquare Church be exposed to pornographic or other explicit material of any sort by staff members or volunteers of the church. Staff members/volunteers must not access, display, or possess pornography or other sexually explicit material on Foursquare property or equipment, or on property or equipment accessible to children.

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### **5. FIELD TRIPS, SPECIAL EVENTS, AND TRANSPORTATION OF CHILDREN**

#### **5.1. Planning Special Events and Field Trips**

Properly plan and supervise all church sponsored special events and field trips to ensure both success and safety. When planning a field trip or special event, pre-assess the potential for mishaps to occur and devise appropriate interventions. Guidelines are detailed in Section 9.9.

#### **5.2. Owner/Driver Acknowledgment**

When privately owned automobiles are used to transport children to and/or from off-site activities, all drivers, prior to the event, must complete and sign the “Owner/Driver Acknowledgment” form located in Section 9.13 of this manual. The local church’s insurance policy can provide information regarding the coverage of individual drivers using church vehicles. All drivers will show proof of current driver’s license and adequate personal automobile liability insurance; registered owners will show proof of current automobile registration and automobile insurance.

#### **5.3. Keeping up with Children**

Prior to and immediately following movement from one location to another (e.g., room to room when a hallway or outside area is traversed; travel by automobile, bus, train or other mode of transportation) take a headcount to ensure that all children participating in an activity are accounted for. If a child is missing, notify the director of the activity and commence an immediate search of the area. Assign at least two staff members/volunteers to remain with the assembled children. If the missing child is not found directly, the program director (or a designee) will immediately contact security and/or law enforcement for assistance in locating the missing child. The program director or designee will also contact a member of the ministerial staff who, in turn, will contact the child’s parent or guardian.

#### **5.4. Managing Overnight Stays**

There are occasions when overnight stays are appropriate. Take special precautions to ensure that all participants are protected from abuse or allegation of abuse. Refer to the form, “Procedures for Managing Overnight Stays,” located in Section 9.10 of this manual.

#### **5.5. Managing Overnight Bathroom Procedures**

Bathroom activities are necessary with any overnight stay. In addition to following the precautions detailed in “Supervision: Managing Bathroom Visits” (Section 3.2), further precautions apply to overnight activities:

- With the exception of family members, children of significantly different age groups may not bathe or perform other personal hygiene activities in the same bathroom at the same time

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- With the exception of a parent and child relationship, adults and children may not bathe or perform other personal hygiene activities in the same bathroom at the same time

### 6. RESPONDING TO ACCUSATIONS OF CHILD ABUSE AND NEGLECT

Child abuse and/or neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse and neglect are further defined in Sections 1.3 and 9.2 of this manual. Child Welfare Departments can also provide additional information. Child abuse can happen anywhere: in poor, middle-class, or well-to-do homes; in rural or urban areas. For an abbreviated list of symptoms, refer to “Major Signs of Abuse and Neglect” located in Section 9.6 of this manual. All staff members/volunteers will follow the guidelines for appropriate and inappropriate contact with children, as detailed in this manual. The pertinent documents include those listed below:

- “Appropriate and Inappropriate Verbal Interactions”
- “Appropriate and Inappropriate Physical Interactions”
- “Appropriate and Inappropriate Corrective Measures”

(located in Sections 9.3, 9.4 and 9.5)

Abuse of any kind will not be tolerated. Allegations of past or present abuse against a minister, staff member, or volunteer may result in immediate suspension of that person from duties and may result in permanent dismissal, at the sole discretion of The Foursquare Church.

#### 6.1. Reporting Suspected or Actual Abuse or Neglect

##### **THE FOURSQUARE CHURCH TAKES EVERY ALLEGATION OF ABUSE SERIOUSLY.**

The Foursquare Church is committed to creating a safe and nurturing environment that fosters spiritual, emotional, and physical health for all children to whom it ministers. Therefore, all staff must abide by state law and Foursquare policy in reporting abuse.

Due to the sensitive nature of abuse and concern for the safety and privacy interests of all involved, staff members and volunteers have a responsibility to report immediately in the manner outlined below any actual or suspected child abuse and/or any unusual behavior, regardless of where it may have occurred. There shall not be any attempt to avoid the reporting process by handling the situation privately or by entering into any private agreement with anyone about next steps. Except for the reporting process below and except as otherwise required by law and/or Foursquare policy, keep all information related to actual or suspected abuse or unusual behavior strictly confidential.

All states have enacted mandatory child abuse reporting laws. The laws vary from state to state. Local or state law usually requires a report be made upon “reasonable suspicion” that a child has been abused or is at risk of being abused. All states require the report be made to a law enforcement or child protection agency. Reporting to a parent or relative will not satisfy a mandatory reporter’s legal duty under the statutes. For further information on reporting

## CHILD AND YOUTH PROTECTION MANUAL

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suspected or actual abuse or neglect, or mandatory reporting laws, contact Foursquare's corporate counsel (888-635-4234, ext. 4210).

### 6.2. Foursquare's Reporting Process

1. No one with a legal duty to report information to a government agency, whether by virtue of a designated occupation or otherwise, shall be prohibited or hindered from so reporting (refer to Section 9.16 of this manual for additional details).
2. Reports of actual or suspected abuse and threat of abuse or other unusual behavior will be made immediately to the local church-appointed program director **and** a member of its ministerial staff who will follow these steps:
  - a. If the child's health and/or safety are under immediate threat, the minister will contact appropriate authorities immediately.
  - b. In all situations, the minister will call Foursquare's corporate counsel (888-635-4234, ext. 4210) immediately upon being notified of the actual or suspected abuse, or if notified after hours, the next business morning. Corporate counsel will assist the minister in ascertaining his or her legal responsibility. All communication with Foursquare's corporate counsel is generally protected from disclosure to third parties outside Foursquare.
  - c. In all situations, the minister will complete an incident report form in its entirety (located in Section 9.17 of this manual). The minister will submit the completed incident report form to Foursquare's corporate counsel via fax or e-mail (fax: 213-989-4546; [corp counsel@foursquare.org](mailto:corp counsel@foursquare.org)) within two business days of the notification of the actual or suspected abuse. Foursquare's corporate counsel will assist in determining whether a governmental reporting requirement has been triggered and, if so, how to comply appropriately.

### 6.3. Communicating With the Press

Direct any contact by the press or requests for communication with the press to Foursquare's corporate counsel (888-635-4234, ext. 4210).

### 6.4. Evaluation, Review and Investigation

#### **THE FOURSQUARE CHURCH COOPERATES FULLY WITH LAW ENFORCEMENT INVESTIGATIONS.**

When a report of actual or suspected abuse or other inappropriate conduct is received, Foursquare's corporate counsel will evaluate the circumstances and determine whether a review should be conducted. If a review is necessary, the corporate counsel will establish the nature of the review. In some instances, responsibility for investigation will be left to law enforcement or other government authorities.



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The Foursquare Church does not permit its own internal reviews to delay or interfere with required reporting or cooperation with law enforcement investigations or proceedings.

The Foursquare Church applies biblical principles and methods in its evaluation and review of allegations. Individuals who are involved in allegations of misconduct must cooperate fully and in a biblical manner with the efforts of The Foursquare Church to investigate the allegations.

The Foursquare Church shall maintain confidentiality regarding reports of alleged misconduct as long as the following criteria are met:

- Maintaining confidentiality does not interfere with efforts to review and otherwise address the incident.
- Maintaining confidentiality does not interfere with remedial or other action in response to the incident.
- Maintaining confidentiality does not interfere with efforts to prevent further incidents.
- Maintaining confidentiality does not violate state or federal law.

The Foursquare Church will not take disciplinary action against any individual who files an incident report in good faith, even if the report is mistaken or inaccurate. Staff and volunteers shall not retaliate against any individual who files an incident report, who provides information to The Foursquare Church, or who is the subject of an allegation.

Any retaliation should be reported to Foursquare's corporate counsel (888-635-4234, ext. 4210) as soon as possible.

Procedures for responding to allegations of abuse or misconduct are detailed in "Procedures for Responding to Allegations of Abuse" located in Section 9.16 of this manual.

### **6.5. Documentation of Evaluation and Review Process**

All individuals involved with reporting and reviews, will, as early as possible, document their actions and all information obtained or gathered, including the dates and times of conversations, the names of all individuals involved, and any other relevant information. Forms for completing this process are located in Sections 9.17, 9.18 and 9.19 of this manual. Keep documentation confidentially in the church's permanent files.

Foursquare's corporate counsel will make determinations regarding the disclosure of information.

## **CHILD AND YOUTH PROTECTION MANUAL**

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### **7. COMPLIANCE AND ACCOUNTABILITY**

The Foursquare Church reserves the right to discipline and/or discharge, as it deems appropriate in its sole discretion, any minister or staff who does not comply with the policies and procedures contained in this manual.

Failure by a minister or staff member to cooperate in any internal review and/or law enforcement investigation will result in disciplinary action, immediate suspension and may result in termination from employment or volunteer services, at the sole discretion of The Foursquare Church.

This manual has been prepared solely for the use of The Foursquare Church, and Foursquare shall not be liable for use of the manual, in whole or part, by any other person or party. Nothing in this manual or in any of the related materials, including the “Child and Youth Protection Code of Conduct,” is intended to create an express or implied contract. The Foursquare Church may modify these materials at any time, with or without advance notice, at its sole discretion.

### **8. SPECIAL PROVISIONS FOR CAMPS AND SCHOOLS**

The policies and procedures set forth in this manual apply equally to Foursquare camps and schools. However, camps and schools have unique settings and situations that cannot be addressed adequately in this manual. Use this manual in conjunction with the existing camp and school documentation, which is available through Foursquare Christian Education (866-635-4234, ext. 4270; online at [ce.foursquare.org](http://ce.foursquare.org)).

## **9. FORMS AND PROCEDURES**



## **9.1. Minister and Church Staff Child Protection Conduct Acknowledgement and Affirmation of Understanding Form**

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**THE FOURSQUARE CHURCH IS COMMITTED TO CREATING A SAFE AND NURTURING ENVIRONMENT THAT FOSTERS SPIRITUAL, EMOTIONAL, AND PHYSICAL HEALTH FOR ALL CHILDREN WHO PARTICIPATE IN ITS MINISTRIES.**

I hereby acknowledge receipt of The Foursquare Church's "Child and Youth Protection Manual" (hereafter called the manual), the form titled "Child and Youth Protection Code of Conduct," and related materials.

I have carefully read the above-referenced materials, understand them, and agree to abide by them. If I did not originally understand any part of these documents, I have sought clarification, and now fully understand them.

I understand that The Foursquare Church prohibits all types of abuse and mistreatment of children.

I will not perpetrate physical, emotional, sexual abuse, or neglect on another person, as defined in the manual and by applicable state law.

I understand that allegations of abuse against me may result in my immediate suspension from duties and may result in my permanent dismissal, at the sole discretion of The Foursquare Church.

I understand my responsibility to report abuse and other inappropriate conduct directed toward a child to the immediate director of the program and to a member of the ministerial staff, and, as necessary, the appropriate state authorities, as further defined below and repeated in the manual.

I understand that The Foursquare Church takes every allegation of abuse seriously, that abuse in any form will not be tolerated, and that The Foursquare Church will cooperate fully with authorities in the investigation of any allegation of abuse.

I understand that failure to cooperate in any internal review and/or law enforcement investigation will result in disciplinary action as defined in the Handbook for the Operation of Foursquare Churches, immediate suspension, and may result in termination from employment or volunteer services, at the sole discretion of The Foursquare Church.

I understand that, due to the sensitive nature of abuse and concern for the safety and privacy interests of all involved, staff members and volunteers have a responsibility to report immediately, in the manner outlined below, any actual or suspected child abuse or any unusual behavior, regardless of where the behavior may have occurred. No attempt shall be made to avoid the reporting process outlined below by handling the situation privately or by entering into a private agreement with anyone about next steps. Except for the reporting process below and except as otherwise required by law and/or Foursquare policy, I will keep all information related to actual or suspected abuse or unusual behavior strictly confidential.

I understand that all states have enacted mandatory child abuse reporting laws and that the laws vary from state to state; that local or state law usually requires a report be made upon "reasonable suspicion" that a child has been abused or is at risk of being abused; and that all states require the

## Minister and Church Staff Child Protection Conduct Acknowledgement and Affirmation of Understanding Form, Cont.

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report be made to a law enforcement or child protection agency. Reporting to a parent or relative will not satisfy a mandatory reporter's legal duty under the statutes.

I understand that Foursquare's abuse reporting process is as follows:

1. No one with a legal duty to report information to a government agency, whether by virtue of a designated occupation or otherwise, shall be prohibited or hindered from so reporting (refer to Section 9.16 of the manual for additional details).
2. Reports of actual or suspected abuse and threat of abuse or other unusual behavior will be made immediately to the local church-appointed program director **and** a member of its ministerial staff who will follow these steps:
  - a. If the child's health and/or safety are under immediate threat, the minister will contact appropriate authorities immediately.
  - b. In all situations, the minister will call Foursquare's corporate counsel (888-635-4234, ext. 4210) immediately upon being notified of the actual or suspected abuse, or if notified after hours, the next business morning. Corporate counsel will assist the minister in ascertaining his or her legal responsibility. All communication with Foursquare's corporate counsel is generally protected from disclosure to third parties outside Foursquare.
  - c. In all situations, the minister will complete an incident report form in its entirety (located in Section 9.17 of the manual). The minister will submit the completed incident report form to Foursquare's corporate counsel via fax or e-mail (fax: 213-989-4546; [corpcounsel@foursquare.org](mailto:corpcounsel@foursquare.org)) within two business days of the notification of the actual or suspected abuse. Foursquare's corporate counsel will assist in determining whether a governmental reporting requirement has been triggered and, if so, how to comply appropriately.

I declare that I have read, understand, and agree to comply with The Foursquare Church's abuse reporting requirements. I agree, as required by state law and Foursquare policy, to report any actual or suspected abuse and any other unusual behavior as indicated in the reporting process.

I understand and agree that nothing in this form or in any of the materials I have received, including the manual, the form titled "Child and Youth Protection Code of Conduct," and related materials, is intended to create an express or implied contract. I further understand that The Foursquare Church may modify these materials at any time, with or without advance notice to me, in its sole discretion.

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Printed name of applicant

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Signature of applicant

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Date

## 9.2. Child and Youth Protection Code of Conduct

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The Foursquare Church is committed to protecting and releasing in our children the calling God has placed on their lives. We look to 1 Thessalonians 5:23 as a guide: "... may your spirit and soul and body be preserved complete ..." (NASB). We have been charged by God with the responsibility of protecting each child's spirit, soul, and body; we will do everything possible to fulfill that charge.

We are committed to creating a safe and nurturing environment that fosters spiritual, emotional, and physical health for all children who participate in our ministries. We are also committed to protecting staff members and volunteers from unwarranted accusations. To that end, all staff members and volunteers who work with our children must abide by this Foursquare "Child and Youth Protection Code of Conduct."

### **Staff Members and Volunteers of The Foursquare Church will**

1. Treat children with respect and fairness at all times, regardless of the child's race, sex, age, or religion.
2. Respond with Christian love and understanding in all situations.
3. Act as a positive role model for children by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
4. Dress appropriately and avoid wearing provocative and/or revealing clothing.
5. Engage in appropriate displays of affection, as defined in Sections 4.2, 9.3 and 9.4.
6. Refrain from inappropriate physical interactions as defined in Section 9.4.
7. Refrain from using inappropriate corrective measures as defined in Section 9.5.
8. Refrain from swearing or telling offensive or vulgar jokes.
9. Avoid involving children in inappropriately burdensome or disturbing problems or issues.
10. Refrain from sharing or keeping secrets with children.
11. Not abuse alcohol or drugs.
12. Refrain from discussing sexual encounters in the presence of children.
13. Not have or view sexually explicit materials, including any type of pornography.
14. Refrain from staring at or commenting on a child's body.

**Child and Youth Protection Code of Conduct, Cont.**

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15. Refrain from perpetrating any kind of abuse upon any child; this includes, but is not limited to, the following:
- a. *Verbal abuse*: degrading, threatening, cursing
  - b. *Physical abuse*: hitting, shaking, slapping, unnecessary restraint
  - c. *Sexual abuse*: inappropriate touching, exposing oneself, sexually-oriented conversations
  - d. *Emotional abuse*: shaming, humiliating, cruelty
  - e. *Neglect*: withholding or denying food, water, clothing, shelter, medical care, freedom of movement, or failure to protect

Abuse of any kind will not be tolerated. Allegations of abuse may result in immediate removal of the staff member or volunteer from duties, and may result in permanent dismissal at the sole discretion of The Foursquare Church. The Foursquare Church will fully cooperate with authorities if allegations of abuse are made and investigated.

16. Immediately report concerns or complaints, including suspicions of abuse, about a Foursquare church staff member, volunteer, or child to the immediate director of the program and to a member of the ministerial staff.

As an applicant for employment or for a volunteer position with access to children at \_\_\_\_\_ Church and its ministries I (print name) \_\_\_\_\_ have read, understand, and agree to abide by the “Child and Youth Protection Code of Conduct” of The Foursquare Church. I further agree to abide by all policies, procedures and rules of The Foursquare Church regarding children and as otherwise deemed applicable to me. I further understand that any violation of this code of conduct may result in my immediate and potentially permanent dismissal.

I declare that I will not abuse (physically, verbally, sexually, or emotionally) or neglect any child or adult and that I have never been convicted of abuse of, indecency with, or injury to a child or adult.

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



### 9.3. Appropriate and Inappropriate Verbal Interactions

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#### **Appropriate Verbal Interactions:**

- Positively reinforcing children
- Telling clean, positive, light hearted jokes
- Encouraging children
- Praising children

#### **Inappropriate Verbal Interactions:**

- Calling children derogatory names
- Discussing sexual encounters or in any way involving children in personal problems or issues of staff members/volunteers
- Sharing secrets with children
- Cursing
- Telling offensive, vulgar, or sexually oriented jokes
- Complimenting a child on his or her physique or body development
- Shaming
- Belittling
- Making derogatory remarks, including but not limited to derogatory remarks about the child, the child's family or ethnic background
- Using harsh language that may frighten, threaten, or humiliate children

## 9.4. Appropriate and Inappropriate Physical Interactions

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### Appropriate Physical Interactions:

- Pats on the back, arm, or shoulder
- Side hugs
- Shoulder to shoulder, “temple” or “A-frame” hugs
- Handshakes
- “High fives” and hand slapping
- Touching hand, face, shoulder, arm
- Arms around shoulders
- Holding hands (with young children)
- Soothing infants
- Sitting beside a child
- Sitting with a small child on adult’s legs

### Inappropriate Physical Interactions:

- Any form of affection that is unwanted by the child or the staff member/volunteer
- Any physical activity that is, or could be perceived by another to be, sexually stimulating to the adult or the child
- Full frontal hugs except when holding infants
- Kisses on the mouth
- Kisses of any kind that are unwanted by the child
- Touching chests or anywhere below the waist
- Showing affection in isolated locations such as closets, remote hallways, staff-only areas, or other private rooms
- Staff member/volunteer sleeping in bed with a child
- Wrestling with children
- Piggyback rides
- Tickling
- Allowing a child to cling to the leg of a staff member/volunteer
- Holding a child on a staff member/volunteer’s lap so the child is straddled over private areas
- Massage given by a child to a staff member/volunteer
- Massage given by a staff member/volunteer to a child

## 9.5. Appropriate and Inappropriate Corrective Measures

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It is important that program directors, staff members and volunteers make sure that each child clearly understands behavior expectations. It is essential that program directors ensure that each staff member and volunteer understands appropriate and inappropriate corrective measures and that children may never be punished because of bladder or bowel “accidents” nor because of vomiting or other manifestations of illness.

Always remember, correction is not punishment. Rather it is an opportunity to teach a child a better way to behave while stopping inappropriate behavior. Make an effort to praise good behavior the child displays.

The staff member/volunteer must remain calm at all times when correcting a child.

When correction is necessary, the following guidelines apply.

### Appropriate Correction Options

- Talking with the child about what behavior would have been more appropriate. Explain natural consequences to inappropriate behavior.
- Assigning a period of time away from the other children. If the offense is repeated, place the child away from the group in a way that avoids public humiliation for approximately one minute per year of age, not to exceed five minutes.
- Calling for assistance in the case of persistent misbehavior, e.g., the program director, counselors, and/or pastors. The person called upon for assistance may contact the child’s parent/guardian or sit with the child until the misbehavior subsides or for the duration of the Foursquare activity.
- Intervention to protect a child from harm or risk of being harmed.

### Inappropriate Correction Options

- Using condemning language or tone
- Employing corporal punishment: includes shaking, hitting, spanking, slapping, shoving
- Threatening to use corporal punishment
- Engaging in name calling, shaming, degrading or derogatory remarks, ostracism
- Biting, pinching, hair- and/or ear pulling
- Withholding food/water, or medical care
- Using mechanical or unnecessary physical restraints
- Isolating a child in a small, confined, and/or dark place
- Imposing physical exercise as a punishment

## 9.6. Major Signs of Abuse and Neglect

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The following are the major signs of physical and sexual abuse, emotional damage, and neglect. The presence of one of these signs, or even several in combination, may not indicate that abuse has occurred. They may indicate a recent accident, or the presence of a medical condition, emotional illness, or other problem. If a number of these signs occur together or if they reoccur frequently, child abuse or neglect might be the cause.

### Signs of Neglect

- Poor hygiene, bad odor
- Inappropriate dress for weather
- Left alone, unsupervised for long periods
- Failure to thrive, malnutrition
- Untreated medical condition
- Constant hunger, begging or stealing food
- Extreme willingness to please
- Frequent absence from school
- Arriving early or staying late at school or play areas or other people's homes

### Signs of Physical Abuse

- Bruises; welts on face, neck, chest, back
- Injuries in the shape of object (belt, cord)
- Unexplained burns on palms, soles of feet, back
- Fractures that are inconsistent with the account of how an injury occurred
- Untreated medical condition
- Extremes in behavior: very aggressive to withdrawn and shy
- Fear of going home
- Fear of parents and/or other adults

### Signs of Emotional Damage

- Low self-esteem
- Self-denigration
- Severe depression
- Aggression
- Withdrawal
- Severe anxiety
- Failure to learn

### Signs of Sexual Abuse

- Pain, swelling, or itching in genital area
- Bruises, bleeding, discharge in genital area
- Difficulty walking or sitting, frequent urination, pain
- Stained or bloody underclothing
- Venereal disease
- Refusal to take part in gym or other exercises.
- Poor peer relationships
- Age-inappropriate interest in sex
- Drastic change in school achievement
- Running away or delinquency
- Regressive behavior

## 9.7. Instructions for Supervising Children's Ministries

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1. **Complete one monitoring checklist (located in Section 9.8 of this manual) each month for each weekly program.** All age groups may be combined onto one checklist, though a separate form will be completed when there are multiple weekend services.
2. **Complete one monitoring checklist every fourth meeting of the program if the program does not occur weekly.**
3. **Vary observation times.** Avoid a predictable pattern of observation. Move through programs randomly. Occasionally leave the room and return immediately.
4. **Occasionally arrive before the other staff members/volunteers.** This provides an opportunity to observe staff members preparation for the program or activity. This also provides an opportunity to discuss issues with staff members prior to participants arriving.
5. **Always examine the program area.** Look for items that may provide a safety hazard (e.g., broken glass outside, rusty corners on chairs, unlocked doors leading to off-limits areas, exposed electrical outlets).
6. **Observe activities.** Does the program run in a manner that provides the children with consistency in a positive environment? Do the staff members interact well with the children?
7. **Observe location.** Walk the campus and confirm all children are where they are supposed to be.
8. **Observe interactions among adults.**  
  
Do the adults:
  - a. Know who is responsible for supervising which child(ren)?
  - b. Clearly communicate with each other when one must leave?
9. **Observe the higher risk activities.** For overnight trips, ask how staff members plan to handle bedtime arrangements. Make sure that staff members are not planning to share beds with children. Inspect the bathroom arrangements. Make sure staff members are comfortable with the procedures and that the procedures are consistent with standards outlined in the manual. On overnight trips, pop into rooms in the evenings and mornings.
10. **Observe adult/child interactions.** Evaluate whether the adults:
  - a. Use proper voice tone
  - b. Consistently praise children
  - c. Engage in appropriate physical contact

## Instructions for Supervising Children's Ministries, Cont.

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- d. Seem to know the children
  - e. Listen to the children
  - f. Encourage children
  - g. Set appropriate standards of behavior
  - h. Interact with all the children
  - i. Set appropriate boundaries
  - j. Maintain control
  - k. Manage behavior effectively
  - l. Pay undue attention to any particular child
11. **Be sure staff members and volunteers know how to respond** to the following "what if" situations:
- a. A child keeps walking into the bathroom while another child is in there.
  - b. A child complains that his private parts hurt.
  - c. A child falls, injures his head, and becomes unconscious.
  - d. A child crawls into a staff member's or volunteer's bed at night.
  - e. A child says he is afraid of another child.

### 9.8. Monitoring Checklist for Children's Ministries

Date: \_\_\_\_\_ Time of observation: \_\_\_\_\_

Name of program: \_\_\_\_\_

Location of program: \_\_\_\_\_

Staff/volunteers present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate number of children: \_\_\_\_\_

<p><b>Adult-to-child ratio for activity are appropriate.</b></p> <p><b>Ratios:</b></p> <table border="0"> <tr> <td>Birth to 2.5 years</td> <td>3 children to 1 adult</td> </tr> <tr> <td>Preschool (2.5 to 5 years)</td> <td>8 children to 1 adult</td> </tr> <tr> <td>Elementary (5 to 9 years)</td> <td>10 children to 1 adult</td> </tr> <tr> <td>Tweeners (9 to 12 years)</td> <td>15 children to 1 adult</td> </tr> <tr> <td>Youth (12 and older)</td> <td>25 youth to 1 adult</td> </tr> </table> <p>Comments: _____</p> <p>_____</p>	Birth to 2.5 years	3 children to 1 adult	Preschool (2.5 to 5 years)	8 children to 1 adult	Elementary (5 to 9 years)	10 children to 1 adult	Tweeners (9 to 12 years)	15 children to 1 adult	Youth (12 and older)	25 youth to 1 adult	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Birth to 2.5 years	3 children to 1 adult										
Preschool (2.5 to 5 years)	8 children to 1 adult										
Elementary (5 to 9 years)	10 children to 1 adult										
Tweeners (9 to 12 years)	15 children to 1 adult										
Youth (12 and older)	25 youth to 1 adult										
<p><b>Adult-to-child interactions are appropriate.</b></p> <p>Comments: _____</p> <p>_____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>										
<p><b>Child-to-child interactions are appropriate.</b></p> <p>Comments: _____</p> <p>_____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>										
<p><b>All children are accounted for and in their appropriate places.</b></p> <p>Comments: _____</p> <p>_____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>										

**Additional Observations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Printed name of monitor \_\_\_\_\_

Signature of monitor \_\_\_\_\_





## 9.9. Guidelines for Event Planning

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Follow these basic guidelines when planning an event, whether it be on church property or at an off-site location:

### 1. Choosing volunteers

Screen all volunteers for suitability to participate in the event; consider age, gender, and physical suitability for the event, in accordance with ICFG policies regarding volunteers.

### 2. Evaluating facilities and equipment

- a. Check if the facility contains adequate lighting and space for the event.
- b. Check the facility for accessibility to people with disabilities
- c. Anticipate potential safety hazards.
- d. Periodically check safety and performance of equipment.
- e. Check for adequate parking space to accommodate the number of vehicles necessary for transporting people to the event.

### 3. Preparing people for the event

- a. Communicate clearly to all children participating in the event appropriate details of the event including conduct required of them.
- b. Distribute to all parents/guardians of children participating in the event information explaining the event and rules of conduct.
- c. Make sure to receive for each child participating in the event, a release form completed and signed by the parents/guardians that confirms the parents/guardians have seen the information outlined in 3.a., above, and that they consent to their child's participation in the activity (forms are located in Sections 9.11 and 9.12 of this manual).
- d. Communicate clearly to the volunteers appropriate and responsible supervision for the event
- e. Meet with volunteers and discuss risks and procedures for handling problems or emergencies
- f. If volunteers are driving children, make sure to receive for each driver a completed owner/driver acknowledgement located in Section 9.13 of this manual.
- g. Verify that vendors and outside contractors have workers' compensation and general liability insurance coverage; request documentation of coverage.
- h. Prepare clean-up crew and personnel to secure facilities when activity closes

## Transportation

Guidelines for transportation by private vehicle:

- Whenever possible, two adults will be present when transporting one or more children. When that is not possible, at least two children will be present when transported by a single adult.
- Obtain written parental permission prior to transporting children.

## Guidelines for Event Planning, Cont.

---

- Transport children directly to the destination, with no unauthorized stops.
- Adults will avoid inappropriate activities such as smoking, talking on a cell phone, eating and unsafe driving while transporting children.
- Inform the program director when a child or children are being transported by an adult or adults.

### Guidelines for transportation by chartered bus/van:

- Determine the number of staff members necessary to provide adequate supervision for children (defined in Section 3 of this manual).
- The vehicle driver may not serve as a supervisor for children.
- Seat staff members randomly throughout the vehicle.
- Seat children by age or grade.
- On overnight trips staff members and children of the opposite sex may not sit together. Staff members may not share blankets with children or sleep in the same seat with children.

### Guidelines for transportation using public transportation:

- Determine the number of staff members necessary to provide adequate supervision for children (defined in Section 3 of this manual).
- The activity director will record the bus/train/plane/boat identification number and, if available, the route or flight number.
- Place children in one area of the bus/train/plane/boat, if at all possible.
- Ensure staff members assigned to a group of children remain with that group on the bus/train/plane/boat.
- Take a headcount of the children immediately after leaving the bus/train/plane/boat.

## 9.10. Procedures for Managing Overnight Stays

---

Always communicate clearly and thoroughly with staff, volunteers, parents or guardians, and participants about the details of the event. Complete the following checklists during the planning process and during the event.

### Checklist for all Overnight Stays

- Receive prior approval from director.
- Receive written parental permission for each child prior to event.
- Implement an appropriate ratio for supervision. Refer to the ratios provided in Section 3 of this manual; you may need to consider adjusting the ratios to provide more effective supervision.
- Clearly define areas where children are allowed and not allowed.
- Establish clear sleeping arrangements. Separate boys' and girls' sleeping areas. Position adults to sleep nearest to the doors and in a way that maximizes supervision (to provide a layer of protection from people coming into the room and reduce the risk of children sneaking out).
- Require staff members to stay awake until all minors are asleep.
- Prohibit staff members from sleeping with children, either in the same bed or extremely close to each other on the floor.
- Prohibit staff members from changing clothes in front of children.
- Prohibit staff members from showering with children.

### Additional Checklist for Overnight Events at a Foursquare Building

- Require that children be monitored at all times.
- Schedule activities throughout the night, and limit free time as much as possible.
- Clearly define for boys and girls appropriate and inappropriate interactions with each other; make sure that all staff members and volunteers understand the guidelines (refer to Section 4.3 for additional information).

### Additional Checklist for Events at a Hotel

- Arrange for connecting rooms and open the doors between rooms.

### Additional Checklist for Events at Cabins/Large Rooms

- Designate staff member(s) to walk around the premises 2 to 3 hours after the children's bedtime.



## 9.11. Activity Permission, Release and Medical Power of Attorney

---

1. I, the lawful parent or guardian of \_\_\_\_\_ (the "child"), give permission for my child to participate in the activity described on the reverse and release from all liability and indemnify the International Church of the Foursquare Gospel d/b/a \_\_\_\_\_ (local church, camp, or school legal name) and its directors, officers, council, agents, representatives, volunteers, and employees ("Church") from any and all liability, claims, judgments, cost or expenses, including attorney fees, arising out of any damage, injury or illness incurred or caused by my child while participating in or traveling to or from the activity, or otherwise in Church custody. I understand the risks in these activities, including the possibility of unforeseen hazards, serious injury or death. I certify my child is able to participate in the activity.
2. I agree to instruct my child to cooperate with the Church and its representatives in charge of the activity and understand my child may be prohibited from participating and/or sent home for any failure to follow the rules established by the Church.
3. I appoint Church representatives who are acting as leaders, or designated by such leaders, as my attorney in fact to act for me in my name and my behalf, in any way that I could act if I were personally present, with respect to the following matters if any injury, illness or medical emergency occurs during the activity, related travel or while my child is in Church custody.
  - a. To give any and all consents and authorizations to any physician, dentist, hospital or other persons or institutions pertaining to any emergency transportation, medications, medical or dental treatments, diagnostic or surgical procedures or any other emergency actions as our medical attorney-in-fact shall deem necessary or appropriate for the best interest of the child.
  - b. I understand the Church will make a reasonable attempt to contact me as soon as possible in the event of a medical emergency involving my child.
4. My child is to be **excluded** from the following activities \_\_\_\_\_ and/or from release to the following persons \_\_\_\_\_  
(IF LEFT BLANK, NO ACTIVITIES OR PERSONS ARE EXCLUDED.)
5. I agree that the Church may use my child's and/or my own name, voice, portrait, photograph or image for promotional, website, office or any other church related purposes. These may be used in any broadcast, telecast, digital or print medium, including video images, photographs, pictures or renderings, audio recordings, or other likenesses, in combination or alone.

I will notify the Church immediately of any change in the information presented and agree it is valid until revoked in writing by me. I have carefully read this statement, and my signature acknowledges that I fully understand the content and meaning.

\_\_\_\_\_  
Signature of parent or guardian (*individually and as parent/guardian*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian (*individually and as parent/guardian*)

\_\_\_\_\_  
Date

### Medical Information — Completed by Parent or Guardian — Please Print

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Allergies

\_\_\_\_\_  
Medications

\_\_\_\_\_  
Chronic/other medical conditions (e.g. epilepsy, diabetes, asthma, heart, etc.)

\_\_\_\_\_  
Medical insurance company

\_\_\_\_\_  
Policy number

\_\_\_\_\_  
Parent/guardian name (print)

\_\_\_\_\_  
Emergency phone number

\_\_\_\_\_  
Parent/guardian name (print)

\_\_\_\_\_  
Emergency phone number

\_\_\_\_\_  
Family doctor

\_\_\_\_\_  
Phone number

*(See reverse side for form instructions and activity information)*

## 9.12. Activity Information

---

*To Be Completed By Church – Please Print*

This Activity form (with §9.11) is to be used for 1) any activity specifically listed below, 2) any high risk activity, and 3) any off-site activity. It is not required otherwise.

For recurring on-site activity only, complete Section A, and the form may then be signed once annually but must be re-signed each year. “Recurring” means an activity with a consistent date, time and location. If in doubt, complete Section B and have a new form completed and signed each time the activity occurs. If two parents have legal custody of the child, both should sign. **Please complete ALL blanks below.** If information doesn’t apply, insert “N/A.”

### A. On-Going Program (complete only if activity has a consistent date, time, and location)

Local church legal name		Church address	
Name(s) of group leader(s)		Telephone number	
Starting date	Ending date	Registration fee	
Usual activity location (address)		Usual day and time	
<b>Recurring Activity</b> (check <i>ALL</i> that apply) <input type="checkbox"/> Skateboarding <input type="checkbox"/> Rollerblading <input type="checkbox"/> Roller Skating <input type="checkbox"/> Rock Climbing <input type="checkbox"/> Boating/Rafting <input type="checkbox"/> Swimming <input type="checkbox"/> Hiking <input type="checkbox"/> Contact Sports ( <i>e.g.</i> , basketball, etc.) <input type="checkbox"/> Super Slide or other inflatable apparatus <input type="checkbox"/> Other _____			
<input type="checkbox"/> Offsite Activity (check only if activity is <i>off Church grounds</i> )			
Other information			
<input type="checkbox"/> Check here is any additional information is attached. (Note: any additional activity information ( <i>e.g.</i> , schedule, list of specific activities, etc.) may be attached to further information parent(s) or guardian(s).)			

### B. One-Time Activity

Local church legal name		Church address	
Name(s) of group leader(s)		Telephone number	
Activity location (address)	Emergency telephone number	Cost	
Starting date and time	Meeting place		
Ending date and time	Meeting place		
<b>Activity</b> (check <i>ALL</i> that apply) <input type="checkbox"/> Skateboarding <input type="checkbox"/> Rollerblading <input type="checkbox"/> Roller Skating <input type="checkbox"/> Rock Climbing <input type="checkbox"/> Boating/Rafting <input type="checkbox"/> Swimming <input type="checkbox"/> Hiking <input type="checkbox"/> Contact Sports ( <i>e.g.</i> , basketball, etc.) <input type="checkbox"/> Super Slide or other inflatable apparatus <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____			
<input type="checkbox"/> Offsite Activity (check only if activity is <i>off Church grounds</i> )			
Type of transportation (if any)			
Other information			
<input type="checkbox"/> Check here is any additional information is attached. (Note: any additional activity information ( <i>e.g.</i> , schedule, list of specific activities, etc.) may be attached to further information parent(s) or guardian(s).)			

### 9.13. Owner/Driver Acknowledgment

Church name		Code number	
Location of activity		Date(s)	
Name of driver (as listed on license)		Age of driver	
Street address	City	State	ZIP Code
Driver's License number	State	Expiration date	
If different than driver, name of registered owner of vehicle			Used with permission?
Address of registered owner of vehicle	City	State	Zip Code
Year, make and model of vehicle	License plate number	Registration expiration date	
Insurance company	Policy number	Expiration date	

As the *driver* of the vehicle, I agree to abide by the laws of the states, counties and cities in which I will be driving. I declare that I have a current and valid driver's license and adequate personal automobile liability insurance.

As the *registered owner* of the vehicle, I declare I have current registration and all lawful insurance necessary for the vehicle being driven for this activity. I voluntarily offer the use of my personal vehicle to the church named above and the above named driver, if different than myself, for the activity named herein.

I/we understand and agree that, in the event of an at-fault accident involving the vehicle named above, the insurance policy(ies) listed above will be primary for physical damage to the vehicle and any liability and bodily injuries. I/we understand that there is no coverage for this vehicle (comprehensive, collision, liability, or medical) through the auto policy of the International Church of the Foursquare Gospel and I/we agree to hold harmless, indemnify and defend the International Church of the Foursquare Gospel against any loss, liability, claim, cost or expense related to bodily injury to person(s) or damage to property arising from or related to use of the automobile. In the event of an accident that is the fault of another driver, the insurance policy covering that vehicle will be primary. I have read the guidelines governing the transportation of participants to and from church-sponsored activities.

**DRIVER**

**REGISTERED OWNER (if different than driver)**

\_\_\_\_\_  
 Signature of driver

\_\_\_\_\_  
 Printed name of driver

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of registered owner

\_\_\_\_\_  
 Printed name of registered owner

\_\_\_\_\_  
 Date

**DIRECTOR OF ACTIVITY**

\_\_\_\_\_  
 Signature of program director

\_\_\_\_\_  
 Date





## 9.14. Sample Notice to Parents/Guardians

---

The following is a sample notice to parents and (or) guardians of the local church's intention to discuss with youth topics of a sexual nature:

Dear Parents and Guardians:

We, the pastors and staff, of \_\_\_\_\_ (name of church) are committed to helping you protect and train your children so they have a Biblical foundation of knowledge and faith that will enable them to make God-honoring choices when confronted with an increasingly amoral society.

Our Youth Ministry, with the blessing and approval of the Senior Pastoral staff, will present on \_\_\_\_\_ (date of event) a special session for all Youth, aged 12 through 18, on Human Sexuality. There will be two sessions, one for boys and the other for girls. Human reproduction as well as Biblical-based behavior/response will be discussed in a candid, non-judgmental forum. Great care will be taken to assure all discussion is appropriate and respectful.

If you would like your youth to attend please fill out and return the attached permission slip to \_\_\_\_\_ (name of person/ministry). Permission from the youth's parent or guardian is required for them to attend this special session and it is open to youths 12 years of age and older only.

---

I, \_\_\_\_\_ (please print your name), as the parent or legal guardian of \_\_\_\_\_ (name of youth) (age \_\_\_\_\_) give permission for him/her to attend the Youth Ministry session on \_\_\_\_\_ (date) on Human Sexuality.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date



## **9.15. Procedures Governing Interactions Between Staff/Volunteers and Children Outside of Regularly Scheduled Program Activities**

---

Prior to the interaction, staff members/volunteers will submit to their supervising pastor a written plan for the intended interaction with a child or children outside of regularly scheduled program activities. The plan will include the following required elements:

- The activity
- Date and time of activity
- Location of activity
- Name(s) of the child(ren) involved
- Purpose of the activity

Arrange for the activity to take place in a public setting. Refer to Sections 4.5 and 4.6 for additional information governing this type of activity.

**Examples of Appropriate Methods for Submitting a Written Plan to Supervising Pastor** (be sure to include all required elements listed above):

- Email
- Memo
- Printout of electronic calendar
- Printout of minutes of meeting where anticipated interaction is planned

Directly following the interaction if anything additional and/or unusual occurred, staff members/volunteers will document their contact with the child(ren). Documentation will include the name(s) of the child(ren), date, time, activity, and any additional and/or unusual incidents that occurred.

**Examples of Appropriate Outside Contact:**

- Taking groups of children to dinner
- Taking groups of children to a movie
- Taking groups of children to a sporting activity
- Attending functions at a child's home, with parents present
- Home visits, with parents present

**Examples of Inappropriate Outside Contact:**

- Taking one child on an outing
- Visiting one child in the child's home without a parent of the child being present
- Entertaining one child alone in any other home
- One child spending the night with a staff member



## 9.16. Procedures for Responding to Allegations of Abuse or Misconduct

---

- Respond immediately to all reports of inappropriate or suspicious behavior; report the behavior to the program director, a member of the ministerial staff, and to Foursquare's corporate counsel (888-635-4234, ext. 4210).
  - Discuss suspicious or inappropriate behavior with the staff member or volunteer involved.
  - Provide the staff member or volunteer with feedback and follow the progressive disciplinary procedure detailed in the *Handbook*, if warranted (1st warning, 2nd, etc.).
  - Thoroughly document all the actions taken.
  - Discuss the allegations with the individuals making the accusation.
  - Designate a program director/ministerial staff contact person at the church, school, or camp to whom the report will be made.
  - Develop a corrective action plan to prevent a recurrence.
1. To ensure full compliance with the applicable child abuse reporting statutes in your area, immediately contact Foursquare's corporate counsel (888-635-4234, ext. 4210) for assistance in determining your state's reporting requirements.
  2. Contact your district supervisor **and** your insurance carrier if any of the following occur:
    - a. Child abuse/molestation is reported or confirmed.
    - b. A Foursquare worker is named as the perpetrator.
    - c. The alleged behavior occurred on Foursquare property.
  3. At the first suspicion of child abuse/molestation, take the following steps immediately:
    - a. Take the suspicion or accusation seriously.
    - b. Begin an internal review immediately and conclude it as soon as possible.
      - i. Report the incident to one of the ministers of the church and to the program director.
      - ii. The minister receiving the report will be responsible for confirming the facts reported and ascertaining the condition of the child, on the same day in which the first report was made. Use the checklist located in Section 10.4 when completing the staff responsibilities involved with the occurrence.
      - iii. Obtain data concerning the child, such as name, address, and other pertinent information, through discussions with the initial reporter and other staff members. Obtain the name and address of the parent/guardian of the child as well.

## **Procedures for Responding to Allegations of Abuse or Misconduct, Cont.**

---

- iv. After the information is secured and in accordance with Section 6 of this manual, the minister will contact Foursquare's corporate counsel and, if appropriate, will then be advised to contact the applicable governmental agency. At no time shall a person with a legal duty to report information to a government agency be prohibited or hindered from so reporting.

*Note: Before taking any of the following steps, confirm the appropriateness of any such procedure with Foursquare's corporate counsel.*

4. Except for the reporting process described in this manual, maintain the confidentiality of the review. Emphasize the confidentiality of the victim and the accused.
5. Cooperate fully with law enforcement officials.
6. Suspend the accused from the performance of duties involving children until the review has been completed.
7. Inform the victim and the immediate or custodial family (unless the alleged perpetrator is a member of said family) of the steps that are being taken, and continue to keep them advised of the status of the review. If child abuse/molestation is confirmed, ask the victim and the family what action they would like the church to take and fully cooperate to address their request within the bounds of a legal and prudent response. Contact Foursquare's corporate counsel to assist in this determination.
8. In instances where child abuse/molestation is confirmed or determined to present a risk of harm to any child or other person, the church should immediately dismiss or suspend the worker from that position.
9. In instances where the evidence is inconclusive, the church and Foursquare will make a determination based on reasoned judgment, in Foursquare's sole discretion. The victim's family's request may be given consideration.
10. Contact Foursquare's corporate counsel (888-635-4234, ext. 4210) with any requests for information from the media and, if necessary and appropriate, for guidance in informing the congregation. The church should emphasize its position on child abuse/molestation, its concern for the victim, and the extensive steps it is taking to address the present occurrence, reduce the risk, and provide a safe environment for all children.
11. Every allegation of sexual offense or molestation must be reviewed promptly and thoroughly by church officials and must be promptly reported to Foursquare's corporate counsel and, as appropriate, to the church insurance carrier. If the allegation is factual or determined by Foursquare, in its sole discretion, to pose an unreasonable risk to children or others, the perpetrator's ministry position with the church will be terminated.

**9.17. Incident Report**

---

With the exception of your signature, please print all information.  
Use additional sheet if necessary to provide details of this incident.

Date \_\_\_\_\_ Name of preparer \_\_\_\_\_

This is an: accident \_\_\_\_\_ allegation \_\_\_\_\_ other (specify) \_\_\_\_\_

---

Name(s) and age(s) of people involved: \_\_\_\_\_

---

Contact information of people involved (if minors were involved, include their parents' or guardians' names and contact information): \_\_\_\_\_

---

---

Date, time, and location of incident: \_\_\_\_\_

Describe the incident as reported or witnessed (be factual and objective): \_\_\_\_\_

---

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---

Name(s) of staff member(s) or volunteer(s) involved: \_\_\_\_\_

---

---

Name(s) of other adult(s) witnessing or present during incident: \_\_\_\_\_

---

How was the incident brought to your attention (include name(s) and contact information of source(s) of information)? \_\_\_\_\_

---

Were there any visible injuries? \_\_\_\_\_ If yes, please list: \_\_\_\_\_

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**Incident Report, Cont.**

How were the injuries treated? \_\_\_\_\_

Where and by whom were the injuries treated? \_\_\_\_\_

Name of parents/guardians notified: \_\_\_\_\_

By whom? \_\_\_\_\_ Date/Time \_\_\_\_\_

*Does this incident require mandatory reporting to authorities (consult with Foursquare's corporate counsel)?* \_\_\_\_\_

*If yes, what authority was notified?* \_\_\_\_\_ *Date/Time* \_\_\_\_\_

*Describe action taken by that authority:* \_\_\_\_\_

If notification was made:

Was Foursquare's corporate counsel notified? \_\_\_ Date/time \_\_\_\_\_ Person notified \_\_\_\_\_

Was Foursquare's insurance department notified? \_\_\_ Date/time \_\_\_\_\_ Person notified \_\_\_\_\_

Describe initial follow-up action with family/parents/guardians: \_\_\_\_\_

If staff member or volunteer was involved, what initial action has been taken?

Counseling \_\_\_\_\_ Warning \_\_\_\_\_ Suspension \_\_\_\_\_ Termination \_\_\_\_\_

Please provide additional details, if any: \_\_\_\_\_

Church/School/Camp Name \_\_\_\_\_ Code Number \_\_\_\_\_

\_\_\_\_\_  
 Signature of preparer

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Printed name of preparer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of senior pastor or designee

\_\_\_\_\_  
 Title



**9.18. Incident Report – Supplemental Interview with Staff/Volunteer Accused**

With the exception of your signature, please print all information.  
 Use additional sheet if necessary to provide details of further interviews with staff/volunteer accused.

Date \_\_\_\_\_ Name of preparer \_\_\_\_\_

Name of staff member/volunteer accused \_\_\_\_\_ Date of alleged incident \_\_\_\_\_

Date of first interview with staff member/volunteer accused: \_\_\_\_\_

Persons present 1) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

2) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

3) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

Does staff/volunteer admit guilt? \_\_\_\_\_

Action taken by church/school/camp: Warning \_\_\_\_\_ Probation \_\_\_\_\_ How long? \_\_\_\_\_

Suspension \_\_\_\_\_ How long? \_\_\_\_\_ Termination \_\_\_\_\_ Effective date: \_\_\_\_\_

Date of subsequent interview (if necessary) with staff member/volunteer accused:

Persons present 1) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

2) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

3) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Long term recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature of minister

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Printed name of minister

\_\_\_\_\_  
 Date



**9.19. Incident Report – Supplemental  
 Follow-Up With Family**

With the exception of your signature, please print all information.  
 Use additional sheet if necessary to provide details of further follow-up with the family.

Date \_\_\_\_\_ Name of preparer \_\_\_\_\_

Date of meeting with parents/guardians \_\_\_\_\_ Location \_\_\_\_\_

Family members present: \_\_\_\_\_

\_\_\_\_\_

Family attitude is: Angry \_\_\_\_\_ Hurt \_\_\_\_\_ Litigious \_\_\_\_\_ Other \_\_\_\_\_

Action requested by family: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff members/ministers present 1) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

2) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

3) \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

Church/school/camp's response to family is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of response/ministry to family: \_\_\_\_\_

Church/school/camp personnel involved in response:

Name \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Initials \_\_\_\_\_

Long term recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature of minister

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Printed name of minister

\_\_\_\_\_  
 Date



## **10. CHECKLISTS**



## 10.1. Implementation Checklist

---

- Familiarize yourself & your staff with the *Child and Youth Protection Manual*
- Familiarize your volunteers with §§ 9.2, 9.3, 9.4, 9.5, and 9.6 of the *Child and Youth Protection Manual*
- Conduct background checks on all staff & volunteers who work with children in the church (refer to §§2.5 and 12.5 of the *Child and Youth Protection Manual*)
- Refer to the New Hire Checklist (§10.2 of the *Child and Youth Protection Manual*) to confirm that the church's current employee records meet the standard requirements.
- Refer to the Volunteer Checklist (§10.3 of the *Child and Youth Protection Manual*) to confirm that the church's current volunteer records meet the standard requirements.

## 10.2. New Hire Checklist

---

### Required Process:

- Complete approved form for employment in a Foursquare church (refer to §§2 and 12.1 of the *Child and Youth Protection Manual*)
- Complete criminal background check & a sexual offender registry check (refer to §§2.5, 12.4 and 12.5 of the *Child and Youth Protection Manual*)
- Complete interview process using Foursquare's standardized questions & procedures (refer to §12.6 of the *Child and Youth Protection Manual*)
- Conduct at least two reference checks using Foursquare's standardized questions & procedures (refer to §12.7 of the *Child and Youth Protection Manual*)

### Required Forms:

- Employment Application Form (§12.1 of the *Child and Youth Protection Manual*)
- Foursquare Background Check Forms (§12.4 of the *Child and Youth Protection Manual*)
- Child Protection Conduct Acknowledgement & Affirmation of Understanding Form (§9.1 of the *Child and Youth Protection Manual*)
- Child and Youth Protection Code of Conduct (§9.2 of the *Child and Youth Protection Manual*)

### Upon Hiring:

- Receive a copy of the *Child and Youth Protection Manual*



**Required Process:**

- Prospective Volunteer fulfills the attendance requirement: six months of regular attendance at the local Foursquare church.
- Complete approved application form (refer to §§2.2 and 12.2 or 12.3 of the *Child and Youth Protection Manual*)
- Complete criminal background check & a sexual offender registry check (refer to §§2.5 and 12.5 of the *Child and Youth Protection Manual*)
- Complete interview process using Foursquare's standardized questions & procedures (refer to §§2.3 and 12.6 of the *Child and Youth Protection Manual*)
- Conduct at least two reference checks using Foursquare's standardized questions & procedures (refer to §§2.4 and 12.7 of the *Child and Youth Protection Manual*)

**Required Forms:**

*Forms to be completed by volunteer and kept on file at church/camp/school:*

- Volunteer Application Form (§§12.2 or 12.3 of the *Child and Youth Protection Manual*)
- Foursquare Background Check Forms (§12.4 of the *Child and Youth Protection Manual*)
- Child and Youth Protection Code of Conduct (§9.2 of the *Child and Youth Protection Manual*)

*Forms to be given to the volunteer:*

- Copy of signed Child and Youth Protection Code of Conduct (§9.2 of the *Child and Youth Protection Manual*)
- Appropriate and Inappropriate Physical Interactions (§9.3 of the *Child and Youth Protection Manual*)
- Appropriate and Inappropriate Verbal Interactions (§9.4 of the *Child and Youth Protection Manual*)
- Appropriate and Inappropriate Corrective Measures (§9.5 of the *Child and Youth Protection Manual*)
- Major Signs of Abuse and Neglect (§9.6 of the *Child and Youth Protection Manual*)

## 10.4. Incident Checklist

---

When an allegation is made:

- Take the allegation seriously
- Report the incident to one of the ministers of the church and to the program director
- Review *Procedures for Responding to Allegations of Abuse or Misconduct* (Section 9.16 of the *Child and Youth Protection Manual*)
- Complete the Incident Report form (Section 9.17 of the *Child and Youth Protection Manual*)
  - Evaluate the situation / obtain facts regarding the allegation:
    - Does the child need medical attention?
    - Is the child in immediate danger?
    - What are the details of the alleged abuse/misconduct?
    - Has this incident been reported before?
  - Obtain data concerning the child (name, address, and other pertinent information)
  - Obtain data of the parent/guardian of the child (name, address, and other pertinent information)
- Contact Foursquare's corporate counsel (888-635-4234, ext. 4210) for assistance in determining your state's reporting requirements\*

At no time shall a person with a legal duty to report information to a government agency be prohibited or hindered from so reporting
- Contact your district supervisor and your insurance carrier, if applicable
- Care for the child throughout the process

*\* Please keep in mind the specific process of reporting an allegation will vary by state; by contacting Foursquare's corporate counsel, they will assist you in specific steps to take in reporting the incident.*

## 11. TOPICAL INDEX

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  - Allegation(s) of, 13, 14, 15, 16, 17, 22
  - Emotional, 2, 3, 15, 21, 26
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## **12. APPLICATIONS AND RELATED FORMS**



## 12.1 Application for Employment

Date \_\_\_\_\_

Last name	First	Middle	Social Security number
Street address	City		State
(_____) _____	(_____) _____		Zip Code
Home phone	Business phone		

Type of position desired \_\_\_\_\_ Expected salary range (in dollars) \_\_\_\_\_

Referred by (please give specific name):

Church \_\_\_\_\_

Friend \_\_\_\_\_

Other \_\_\_\_\_

What church do you regularly attend? \_\_\_\_\_ For how long? \_\_\_\_\_

What church did you previously attend? \_\_\_\_\_ For how long? \_\_\_\_\_

Is there a person from your former church that we may contact?  Yes  No

Name \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever applied for employment with The Foursquare Church?  Yes  No \_\_\_\_\_  
If yes, indicate the approximate date

Are you a United States citizen?  Yes  No If yes, can you provide proof?  Yes  No

If no, do you have an alien registration card?  Yes  No Card number \_\_\_\_\_

Have you ever had a traffic citation that was over \$500\*?  Yes  No If yes, explain in box below.

Have you ever been convicted of a crime anywhere\*?  Yes  No If yes, explain in box below. A Yes response does not automatically disqualify your application.

*\*Other than citations/convictions expunged, sealed, set aside by law, or otherwise protected by applicable law from disclosure on this employment application. A conviction includes a guilty verdict, guilty finding, guilty plea, or "no contest" plea, whether or not a sentence was imposed.*

Do you have any criminal charges pending against you?  Yes  No If yes, explain in box below.

*If you are unsure how to complete these questions, or do not know whether a conviction meets these criteria, please consult with your criminal attorney before signing this form.*

Provide explanation below if you answered "yes" to the traffic citation, criminal conviction, and/or pending charges questions. (Use a separate page if more space is needed.)

Date	Location	Charge	Disposition

## COMPUTER SKILLS

Indicate all of the following in which you are proficient or that you have used on a regular basis:

Operating Systems

- Windows
- Macintosh
- Other \_\_\_\_\_

Word Processors

- Microsoft Word
- Word Perfect for Windows
- Other \_\_\_\_\_

Spreadsheets

- Excel
- Other \_\_\_\_\_

Databases

- Access
- Other \_\_\_\_\_

Web Design

- DreamWeaver
- Flash
- FTP
- Other \_\_\_\_\_

Other Applications

- Microsoft Publisher
- Microsoft PowerPoint
- Other \_\_\_\_\_

## EDUCATION

Type of School	Name of School	City/State	Degree or Certificate	Major/Minor
High School				
Vocational/ Technical				
College or University				
Graduate School				

## RESIDENCE

Please list your place(s) of residence for the past 7 years:

Street Address	City	State	Zip	Dates of Residence



## EMPLOYMENT

List your last four employers, beginning with the most recent. Please provide as much detail as possible:

Name and Address of Employer 1	Date Employed	Primary Responsibilities
_____	From _____	_____
_____	To _____	_____
_____	<b>Salary</b>	_____
Phone number (____) _____	Start _____	_____
Position title _____	End _____	_____
Supervisor's name _____ Supervisor's title _____		
Reason for leaving _____		

Name and Address of Employer 2	Date Employed	Primary Responsibilities
_____	From _____	_____
_____	To _____	_____
_____	<b>Salary</b>	_____
Phone number (____) _____	Start _____	_____
Position title _____	End _____	_____
Supervisor's name _____ Supervisor's title _____		
Reason for leaving _____		

Name and Address of Employer 3	Date Employed	Primary Responsibilities
_____	From _____	_____
_____	To _____	_____
_____	<b>Salary</b>	_____
Phone number (____) _____	Start _____	_____
Position title _____	End _____	_____
Supervisor's name _____ Supervisor's title _____		
Reason for leaving _____		

Name and Address of Employer 4	Date Employed	Primary Responsibilities
_____	From _____	_____
_____	To _____	_____
_____	<b>Salary</b>	_____
Phone number (____) _____	Start _____	_____
Position title _____	End _____	_____
Supervisor's name _____ Supervisor's title _____		
Reason for leaving _____		

## CHRISTIAN COMMITMENT

*The primary purpose of serving at a church within the International Church of the Foursquare Gospel is to serve the Kingdom of God. In order to fulfill effectively this part of their job descriptions, it is essential that all employees have a personal relationship with Jesus Christ and be in agreement with the statement of faith and the bylaws of The Foursquare Church.*

Please describe your current relationship with God, the history of your Christian commitment, and your present church involvement:

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## REFERENCES

Please provide the names of three people who are able to write a letter of reference supporting your integrity in relation to business performance, character, and personal Christian commitment:

Name	Years Known	Organization	Position	Home or Business Address	Home or Business Phone
					(    )
					(    )
					(    )

I understand that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or termination from employment. I authorize The Foursquare Church to investigate my entire work history and verify all dates given in my application, related papers, or oral interviews. I understand and agree that, if I am employed, such employment will be at the will of The Foursquare Church and for no definite period of time and that The Foursquare Church can change wages, benefits, and conditions at any time without my approval.

I further understand that the International Church of the Foursquare Gospel takes abuse very seriously and that abuse in any form will not be tolerated. I am aware that my participation in abuse in any form is cause for my dismissal.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

## 12.2 Adult Application for Volunteer Work

*This form is designed to help us provide a safe and secure environment for the children and youth who participate in our programs and ministries. It is also designed to ensure the personal dignity of all who are involved in serving them. The information on this application will remain confidential, in keeping with the legal requirements of the church. This is not an application for employment.*

Date \_\_\_\_\_

Last name	First	Middle	Social Security number	
Street address	City		State	Zip Code
(_____) _____	(_____) _____			
Home phone	Business phone			

### VOLUNTEER INTEREST

Which areas of ministry interest you? \_\_\_\_\_

If interest is in children/youth ministries, which age group do you prefer to work with? \_\_\_\_\_

Why would you like to serve in this area? \_\_\_\_\_

On what date will you be available? \_\_\_\_\_ Minimum length of commitment \_\_\_\_\_

### REFERENCES

Please provide the following information for three people who are over 18 years of age and are able to provide a reference supporting your integrity in relation to working with children or youth, character, and personal Christian commitment.

Name	Years Known	Address	Phone Numbers Day/Night
			D (    )
			N (    )
			D (    )
			N (    )
			D (    )
			N (    )

### CHRISTIAN COMMITMENT AND CHURCH BACKGROUND

Please describe your current relationship with God and the history of your Christian commitment:

\_\_\_\_\_

How long have you consistently attended our church? \_\_\_\_\_

What church did you previously attend? \_\_\_\_\_ For how long? \_\_\_\_\_

Is there a person from your former church that we may contact? \_\_\_ Yes \_\_\_ No

Name \_\_\_\_\_ Phone \_\_\_\_\_

## PERSONAL INFORMATION

*If you prefer, you may discuss your answers to the following questions in person rather than answering them on this application. Answering yes, or leaving the question unanswered, will not automatically disqualify you as an applicant for volunteer work with children or youth.*

Do you have any physical, mental, or emotional conditions that would prevent you from performing certain types of activities related to working with children/youth?  Yes  No. If yes, please explain: \_\_\_\_\_

Is there any circumstance or pattern in your life which would make it inappropriate for you to serve with children or youth, or would compromise the integrity of our church?  Yes  No. If yes, please explain: \_\_\_\_\_

Have you ever been convicted of child abuse or neglect, or a crime involving actual or attempted sexual molestation of a minor?  Yes  No. If yes, please explain: \_\_\_\_\_

Have you been a victim of abuse, molestation, or neglect?  Yes  No  
What have you done to resolve the experience and minimize its effect in your life? \_\_\_\_\_

Have you ever had a traffic citation that was over \$500\*?  Yes  No      If yes, explain in box below.  
Have you ever been convicted of a crime anywhere\*?  Yes  No      If yes, explain in box below. A Yes response does not automatically disqualify your application.

*\*Other than citations/convictions expunged, sealed, set aside by law, or otherwise protected by applicable law from disclosure on this employment application. A conviction includes a guilty verdict, guilty finding, guilty plea, or "no contest" plea, whether or not a sentence was imposed.*

Do you have any criminal charges pending against you?  Yes  No      If yes, explain in box below.

*If you are unsure how to complete these questions, or do not know whether a conviction meets these criteria, please consult with your criminal attorney before signing this form.*

Provide explanation below if you answered "yes" to the traffic citation, criminal conviction, and/or pending charges questions. (Use a separate page if more space is needed.)

Date	Location	Charge	Disposition

## APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed on this application to give any information (including opinions) that they may have regarding my character and fitness for work with children or youth. I release all such references from any liability for furnishing such evaluations to you, providing they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf. I am striving to live a Holy Spirit-led life and agree to set a Christ-like example while working with the children and/or youth of this church.

I understand this is not an application for employment.

I further understand that The Foursquare Church takes abuse very seriously and that abuse in any form will not be tolerated. I am aware that my participation in abuse of any form is cause for my removal from volunteer service.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff approval

\_\_\_\_\_  
Date

### 12.3 Youth Application for Volunteer Work

*This form is designed to help us provide a safe and secure environment for the children and youth who participate in our programs and ministries. It is also designed to ensure the personal dignity of all who are involved in serving them. The information on this application will remain confidential, in keeping with the legal requirements of the church. This is not an application for employment.*

Date \_\_\_\_\_

Last name	First	Middle	Birth date	
Street address		City	State	Zip Code
(_____) _____		(_____) _____		
Home phone		Business phone		
Name of school you attend			Grade level	
Father's name	Mother's name	Married / Separated / Divorced / Widowed / Other Your parents' marital status (circle all that apply)		

### VOLUNTEER INTEREST

Which areas of ministry interest you? \_\_\_\_\_

If interest is in children/youth ministries, which age group do you prefer to work with? \_\_\_\_\_

(Note: You must be 16 or older to volunteer with the following grades: \_\_\_ 1st-3rd \_\_\_ 4th-5th \_\_\_ 6th-8th)

Why would you like to serve in this area? \_\_\_\_\_

On what date will you be available? \_\_\_\_\_ Minimum length of commitment \_\_\_\_\_

### REFERENCES

Please provide the following information for three people who are over 18 years of age and are able to provide a reference supporting your integrity in relation to working with children or youth, character, and personal Christian commitment.

Name	Years Known	Address	Phone Numbers Day/Night
			D ( )
			N ( )
			D ( )
			N ( )
			D ( )
			N ( )

## CHRISTIAN COMMITMENT AND CHURCH BACKGROUND

Please describe your current relationship with God and the history of your Christian commitment.

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How long have you consistently attended our church? \_\_\_\_\_

### PERSONAL INFORMATION

*If you prefer, you may discuss your answers to the following questions in person rather than answering them on this application. Answering yes, or leaving the question unanswered, will not automatically disqualify you as an applicant for volunteer work with children or youth.*

Do you have any physical, mental, or emotional conditions that would prevent you from performing certain types of activities related to working with children/youth?  Yes  No. If yes, please explain: \_\_\_\_\_

---

Is there any circumstance or pattern in your life which would make it inappropriate for you to serve with children or youth, or would compromise the integrity of our church?  Yes  No. If yes, please explain: \_\_\_\_\_

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Have you been a victim of abuse, molestation or neglect?  Yes  No. If yes, please explain: \_\_\_\_\_

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### PARENTAL PERMISSION

I understand that my child is making an important commitment to serve the children or youth ministry of the church. I give my permission for my child to perform that service.

\_\_\_\_\_  
Signature of parent

\_\_\_\_\_  
Date

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### APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed on this application to give any information (including opinions) that they may have regarding my character and fitness for work with children or youth. I release all such references from any liability for furnishing such evaluations to you, providing they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf. I am striving to live a Holy Spirit-led life and agree to set a Christ-like example while working with the children and/or youth of this church.

I understand this is not an application for employment.

I further understand that The Foursquare Church takes abuse very seriously and abuse in any form will not be tolerated. I am aware that my participation in abuse of any form is cause for my removal from volunteer service.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff approval

\_\_\_\_\_  
Date

## 12.4 Background Check Forms

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### Instructions for Using Forms in Criminal and Other Background Checks

When conducting criminal and other background checks for an applicant/employee/volunteer, federal and state law mandates specific disclosures to and authorizations from that person. These are embodied in the forms listed below. Please be sure to insert your legal name in the blank on each form. To ensure your compliance with the law, please take the following steps related to these forms. (For simplicity, the term “applicant” will be used below for applicant, employee or volunteer, as applicable).

To be considered (or to remain) in any position working with children, the applicant will complete an employment or volunteer application. Existing workers need not complete a new application unless required by the manual. In addition, to be considered for such a position (or to remain in that position), the applicant must consent to a background check. Prior to that check, the applicant will be given and return to Foursquare the following two forms, signed and dated:

- **CONSUMER, INVESTIGATIVE, AND DIRECT REPORTS AUTHORIZATION, DISCLOSURE AND RELEASE.** Among other things, this form authorizes Foursquare to use an agency to perform a criminal records check and interview references, or to do these things itself. It also discloses the nature and scope of the reports and certain rights of the applicant, including the right to obtain a copy of the report the agency provides Foursquare. *Note: Though generally\* not required to do so, Foursquare’s current policy provides agency reports to all applicants. \*(The three exceptions when Foursquare must provide such reports: 1) applicants residing in CA, MN, OK unless waived, 2) agency reports based on personal interviews, 3) reports resulting in adverse action against the applicant).*
- **CONSUMER, INVESTIGATIVE, AND DIRECT REPORTS DISCLOSURE.** This form discloses additional rights of the applicant, including a summary of rights provided by the Federal Trade Commission, and explains certain terminology related to the reports Foursquare may obtain on the applicant. It also lists obligations of Foursquare. *Note: If you use a different background check agency than Foursquare uses, please mark the appropriate box on the form, fill-in the contact information (including a toll free telephone number) and make arrangements to send a copy of the report directly to the applicant as soon as you receive it (for CA residents, it must be sent within 3 business days of your receipt; 5 days elsewhere). Some agencies will do this, if requested.*

If an applicant is a *California resident*, he/she must also be given and return a third form, signed and dated:

- **CONSUMER, INVESTIGATIVE, AND DIRECT REPORTS DISCLOSURE – CALIFORNIA ADDENDUM.** This form discloses certain rights of the applicant and obligations of Foursquare specific to California. Some are redundant with the forms above. *See note above.*

Finally, if you take any adverse action (decline to accept, discharge or reassign the applicant, etc.) based on a report you receive from the agency performing the check, you must communicate the information contained in the sample letter below to the applicant. It is recommended this be done either by delivering the letter to the applicant personally (and retaining an acknowledged copy) or mailing the letter to the applicant (preferably by certified mail). If you take adverse action based on a report of a public record you obtained yourself (not through the agency), you must promptly provide that report/record (not the letter) to the applicant.

- **ADVERSE ACTION NOTICE LETTER.** Among other things, this notifies the applicant you have taken adverse action based on an agency report you received and provides the applicant rights to dispute the information in the report.

Please review these forms and the letter carefully, since in addition to setting forth the applicant’s rights, they set forth some of your obligations.





**Background Check Forms, Cont.**

**Consumer, Investigative, and Direct Reports Authorization, Disclosure and Release**

Name		Social Security no.		Date of birth (mm/dd/yyyy)*	
Street address		City		State	Zip Code
Driver's license no.	State of issuance	Any other names used			

By signing below, I hereby voluntarily authorize International Church of the Foursquare Gospel d/b/a \_\_\_\_\_ (legal name and code number of church, school, camp) ("Foursquare") to obtain "consumer reports" and "investigative consumer reports" about me from a "consumer reporting agency," and reports Foursquare may obtain directly, and to consider these reports when making decisions regarding my employment/volunteer position or potential position with Foursquare. The nature and scope of these reports are as follows. They may contain information on my character, general reputation, personal characteristics, and mode of living. They may also include, among other things, checks, records and/or information regarding: my criminal convictions (including, without limit, court, sex offender, incarceration and DMV records), social security number, current and prior employer(s)/supervisor(s) and/or references I provided, coworkers, neighbors, friends, associates or acquaintances, and verification of college degrees and professional licenses or certifications.

I understand that I have rights under the Fair Credit Reporting Act (and the California Investigative Consumer Reporting Agencies Act and other California law for California residents, the Government Data Practices for Minnesota residents, the Credit Services Organization Act for Oklahoma residents, the equivalent New York FCRA for New York residents, and the equivalent Maine FCRA for Maine residents) including the rights discussed in the separate disclosure statement(s) provided to me.

I authorize any governmental entity, law enforcement agency, institution, information service bureau, school, employer, supervisor, reference, or other person contacted by Church Volunteer Central (or other selected agency) or Foursquare, or their agents or volunteers, to furnish the information described herein.

I release and discharge from liability all persons, agencies, and entities providing the above information or reports about me to Church Volunteer Central (or other selected agency) and/or Foursquare. To the fullest extent permitted by law, I further release and discharge Foursquare and Church Volunteer Central (or other selected agency), and their agents, employees and volunteers, from any claims, damages, losses, liabilities, costs and/or expense arising from the retrieving and/or reporting of said information, including any consumer report or investigative consumer report.

I acknowledge a copy or telephonic facsimile of this document shall be valid as the original. If I am presently a resident of Maine or New York, I have reviewed the additional state law disclosure information attached.

Signature	Date
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If you would like a copy of any investigative consumer report sent to you at your address listed above, please check the box below.

- Yes, I would like to receive a copy of any investigative consumer report which may be obtained on me by a consumer reporting agency.
- If you would like to receive a copy via email, please provide your email address.

Your date of birth is requested to verify the information obtained is about you and not someone with the same or a similar name. It will not be used for employment purposes.

## **Background Check Forms, Cont.**

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### **Consumer, Investigative, and Direct Reports Authorization, Disclosure and Release, Cont.**

#### ***ADDITIONAL STATE LAW DISCLOSURES:***

If you currently live in the state of Maine or New York, please review these additional notices.

**MAINE:** You have the right upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from Foursquare, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

**NEW YORK:** You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

**Background Check Forms, Cont.**

**Consumer, Investigative, And Direct Reports Disclosure**

**To be Completed by Staff**

Check the investigative consumer reporting agency below that will be used to conduct the background investigation prior to giving to candidate.

Church Volunteer Central, 1515 Cascade Ave., Loveland, CO 80539; 800-267-9040

\_\_\_\_\_  
 If using another agency, check and fill-in complete name, address, city, state, zip code and toll free telephone number.

**To be Signed and Dated by Applicant**

International Church of the Foursquare Gospel d/b/a \_\_\_\_\_  
 (legal name and code number of church, school, camp), when making a final decision whether to offer you employment or a volunteer position, when deciding whether to continue your employment or volunteer position (if you are accepted), and when making other employment/ volunteer related decisions directly affecting you, may wish to obtain and use a “consumer report” and/or an “investigative consumer report” from the consumer reporting agency listed above, or Foursquare may conduct its own investigation and obtain a direct report.

The terms “consumer report” and “investigative consumer report” are defined in the federal Fair Credit Reporting Act (“FCRA”), which applies to you. As an applicant for employment or as an employee of Foursquare, you are a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing “consumer reports” to others, such as Foursquare.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment or volunteer purposes.

An “investigative consumer report” is a consumer report or portion thereof in which information on a consumer’s character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer reported on or with others with whom he is acquainted or who may have knowledge concerning any such items of information. The Fair Credit Reporting Act provides you with the right to request, in writing within a reasonable amount of time, a disclosure of the nature and scope of the investigation requested (you can find disclosure of the nature and scope of the investigation in the separate form, “Consumer, Investigative, And Direct Reports Authorization, Disclosure And Release”, you received with this Disclosure). You are also entitled to a written summary of your rights under the Fair Credit Reporting Act (enclosed) as prepared by the Federal Trade Commission. Keep the attached pages for future reference.

If Foursquare obtains a “consumer report” or “investigative consumer report” about you, and if Foursquare considers any information in the “consumer report” or “investigative consumer report” when making an employment/volunteer related decision that directly and adversely affects you, you will be provided with a copy of the “consumer report” before the decision is finalized. You also may contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports,” “investigative consumer reports” and “consumer reporting agencies.”

If Foursquare obtains a direct report of public record information about you and considers it when making an employment/volunteer related decision that directly and adversely affects you, you will be provided a copy of the report/record unless you waive it, except for California residents, who will be provided a copy whether or not they waive it.

Please sign and date below to signify your receipt of this Disclosure, including the FCRA summary of rights.

Signature	Date
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**CALIFORNIA RESIDENTS ONLY:** Complete this form and the form “Consumer, Investigative, and Direct Reports Disclosure – California Addendum.”



Para informacion en espanol, 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, DC 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, DC 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, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify 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 on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **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 duty 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:**

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



## Background Check Forms, Cont.

### Consumer, Investigative, And Direct Reports Disclosure – California Addendum (for CA residents only)

#### To be Completed by Staff

Check the investigative consumer reporting agency below that will be used to conduct the background investigation prior to giving to candidate.

Church Volunteer Central, 1515 Cascade Ave., Loveland, CO 80539; 800-267-9040

\_\_\_\_\_

If using another agency, check and fill-in complete name, address, city, state, zip code and toll free telephone number.

#### To be Signed and Dated by Applicant

International Church of the Foursquare Gospel d/b/a \_\_\_\_\_ (legal name and code number of church, school, camp) (“Foursquare”), when making a final decision whether to offer you an employment or a volunteer position, when deciding whether to continue your employment/ volunteer position (if you are accepted), and when making other decisions directly affecting your position or potential position with Foursquare, may wish to obtain and use an “investigative consumer report” as defined by the California Investigative Consumer Reporting Agencies Act (California Civil Code Sections 1786 et seq.).

The investigative consumer report may seek information on your character, general reputation, personal characteristics, and mode of living. The reports may also include, among other things, checks, records and/or information regarding: your criminal convictions (including, without limit, court, sex offender, incarceration and DMV records), social security number, current and prior employer(s)/supervisor(s) and/or references you provided, coworkers, neighbors, friends, associates or acquaintances, and verification of college degrees and professional licenses or certifications.

Foursquare obtains these reports from the investigative consumer reporting agency listed above or Foursquare may obtain reports on its own. Pursuant to California Civil Code Section 1786.53, if Foursquare directly obtains a report of information about you that is a matter of “public record,” then Foursquare will provide a copy of the information to you within seven days after Foursquare receives it.

#### Information about Investigative Consumer Reports (California Civil Code Section 1786.22)

An investigative consumer reporting agency shall supply the files and information it is required to maintain (under California Civil Code Section 1786.10) during normal business hours and on reasonable notice.

Files maintained on you (if an investigative consumer report is obtained) must be made available for your visual inspection, as follows:

- In person, if you appear in person and furnish proper identification. A copy of your file shall also be available to you for a fee not to exceed the actual costs of duplication services provided.
- By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.

A summary of all information contained in files on you and required to be provided (by California Civil Code Section 1786.10) shall be provided by telephone, if you have made a written request, with proper identification for telephone disclosure, and if the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.

The term "proper identification" as used above means that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you are unable to reasonably identify yourself with the information described above, is an investigative consumer reporting agency allowed to require additional information concerning your employment and personal or family history in order to verify your identity.

The investigative consumer reporting agency is required to provide trained personnel to explain to you any information furnished to you (pursuant to California Civil Code §1786.10).

The investigative consumer reporting agency is required to provide a written explanation of any coded information contained in files maintained on you. This written explanation shall be distributed whenever a file is provided to you for visual inspection as required under California Civil Code §1786.22.

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

Please sign and date below to signify your receipt of this Disclosure.

Signature	Date
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**Adverse Action Notice to Applicant/Worker**

*Date*

*Applicant/Worker Name*

*Street Address*

*City, State Zip Code*

**Re: Adverse Action Notice**

Dear \_\_\_\_\_:

This letter is to notify you that we are taking adverse action in connection with your potential or existing position with our organization based on our criteria, which includes the consumer report or investigative consumer report background information received from Church Volunteer Central,<sup>1</sup> a consumer reporting agency. Adverse action may include rejection of your application, termination of your employment/volunteer position or any other unfavorable action related to your application or position with our organization.

Church Volunteer Central\* does not make these decisions and is unable to provide you with the specific reasons why the adverse action was taken. By contacting Church Volunteer Central\* within 60 days of receipt of this notice, you have a right under 1681j of the Fair Credit Reporting Act (FCRA), to receive a free copy of the above referenced report. You will be asked to provide your full name, mailing address, social security number, the name of our organization, and a photocopy of your driver's license (or other ID) for identification purposes. You may also dispute, under Section 1681i of the FCRA, the accuracy or completeness of any information contained in the report.

If this letter was delivered personally to you, please sign the acknowledgement below. A copy of the above referenced report and a summary of your rights under FCRA were previously provided to you.

You may contact Church Volunteer Central\* at:

1515 Cascade Ave.  
Loveland, CO 80539  
Phone: 800-267-9040

Sincerely,

\_\_\_\_\_  
*Name/Signature*

*Foursquare Church, Camp, School Name*

*Address (incl. street, city, state, zip code)*

*Telephone*

Acknowledgement of Receipt (Signature):

\_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> If not using Church Volunteer Central, replace with your provider name and contact information.



## 12.5 Procedures for Conducting Criminal Background Checks

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### Submitting a Request

In accordance with the policies set forth in Section 2 of the *Child and Youth Protection Policy Manual* (the *Manual*), all workers including volunteers who have access to children and youth will have a Social Security-based (or comparable) criminal background check performed every three (3) years.

The local church may continue using its already-established criminal background check program as long as it is consistent with at least the minimum standards detailed herein. Criminal background checks that are requested and processed through Foursquare's insurance department will use the following procedures:

1. Prior to requesting a criminal background check, have the consent form located in Section 12.5 completed and signed by the volunteer or staff member.
2. Send the completed consent form to the insurance department via fax, U.S. mail, or e-mail (PDF document):

Foursquare Insurance Department  
PO Box 26902  
Los Angeles, CA 90026-0176  
Fax: 213-989-4531  
E-mail: Insurance@foursquare.org

3. The insurance department will request the report within 24 hours of receipt of the signed consent form.
4. Upon receipt of the report, the insurance department will mail via U.S. Mail a copy of the report to the local church, school, or camp. It is imperative that all reports be retained in strict confidentiality at the local church.

Criminal background checks cannot be requested over the phone, with a promise to send a consent form. The insurance department must have the signed and completed form prior to ordering the report. There can be no exceptions to this policy.

The first five (5) reports for any location requested within a one-year period will be processed free of charge to that location. The charge for each report in excess of the first five will be \$9.00 per report and will be billed to the location requesting the report.

As a condition to ordering and obtaining reports through the insurance department, you (local church, school or camp) agree as follows:

1. Each report will be used solely for employment/volunteer purposes and for no other purpose. Employment/volunteer purposes include the evaluation of the subject of the report for an employment/volunteer position, reassignment, or retention.

## Procedures for Conducting Criminal Background Checks, Cont.

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2. Prior to ordering the report or causing it to be ordered, the local church, camp, or school will provide the applicant with clear and conspicuous written disclosure that a criminal background check will be performed.
3. The applicant's written authorization is required in order to obtain the report. Completion of the attached consent form satisfies this requirement.
4. Prior to taking any adverse action based in whole or in part on the report, the local church, camp, or school will provide the applicant with all applicable documents, as detailed below, as well as sufficient time, as defined below, to dispute the accuracy and completeness of the information.

### If a Conviction is Revealed

If a criminal background check reveals a conviction that bars the applicant from serving, the insurance department will notify the staff member who has been pre-designated by the church to receive these notices. The obtaining and dissemination of information from this source falls under the jurisdiction of the Fair Credit Reporting Act, 15 USC 1681. The fraudulent or improper use of information received can subject a church to fines and penalties, as well as possible litigation.

It is important that churches who obtain background check services through another company follow the procedures detailed in this section, as well as any additional procedures detailed in Section 12.5 of this manual, for responding to applicants who have convictions.

The Foursquare Church requires a person with a prior conviction for molestation or other abuse against a minor NOT be placed in any position within the church, school, or camp that has access to children. Refer to Section 16.6.5 of the *Handbook* for detailed instructions regarding ministering to persons convicted of sexual crimes against children. This protects the children, the person, and the church, school or camp.

Prior to finalizing any adverse action based in whole or in part on the criminal background report, provide the subject of the report the following (this does not prevent taking intermediate steps to insure the safety of the child(ren) or other person):

1. A copy of the report, which will have been sent to the church.
2. A reasonable amount of time after the applicant receives the reports (approximately 10 days) to dispute the accuracy and completeness of the information.

Adverse actions would include failure to hire an applicant or termination of an existing staff member's employment, based in whole or in part on the report.

If adverse action is taken, also provide the subject of the report the following:

1. Notice of the adverse action, including denial of the position or termination.

## **Procedures for Conducting Criminal Background Checks, Cont.**

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2. Name, address and toll-free telephone number of the company that performed the background check.
3. A statement that the company referenced in 2, above, did not make the decision to take the adverse action and is unable to provide the specific reason why the action was taken.
4. Notice of the subject's right to obtain a free copy of the report from the company referenced in 2, above, if after 60 days of receipt of the notice he/she requests a copy from that company.
5. Notice of the subject's right under the Fair Credit Reporting Act to dispute with the company referenced in 2, above, the accuracy or completeness of any information in the report.

The entire process is to be well documented. Documentation would include, but not necessarily be limited to, copies of the report, copies of the consent form, copies of the written notice of adverse action, memos of all verbal communications. It is essential that all records be permanently maintained in a safe location at the local church. For the protection of the church and the applicant or employee, keep all information strictly confidential.



## 12.6 Applicant Interview Questions

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The Foursquare Church requires all applicants be interviewed and required to respond to the following standardized questions that assess for abuse risk. Additional questions may be added at the discretion of the church.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Interviewed by \_\_\_\_\_

Position applied for \_\_\_\_\_

1. What aspects of this position interest you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What age group of children do you prefer to work with? Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How do you spend your free time? Hobbies? Volunteer work?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. There are times when others try our patience. Do you know of a time when a child/youth tried your patience? Tell me about that experience and how you responded to the situation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What elements create a successful learning environment?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Interview Questions, Cont.**

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6. Often we are expected to adhere to rules and regulations. Tell me of a time you had to stick to the rules, even though you didn't feel that doing so was reasonable. How did you handle that situation?

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7. Have you ever abused or molested a child? Have you ever been convicted of abusing or molesting a child?

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8. Describe a time when you encouraged a child who needed a friend. How did you know the child needed support? How did you support the child?

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9. Are you willing to be knowledgeable of and abide by the guidelines put in place for the safety of the child/youth of \_\_\_\_\_ (church name)?

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Applicant

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Date



**“RED FLAGS” REGARDING APPLICANTS**

Listed below are some warning signs of potential problems with an applicant. Please be aware that one item in itself may not be cause to worry. If two or more signs arise during the screening process, there is probably cause for concern.

- Unstable employment or residence history
- Chronic dissatisfaction with previous churches or organizations
- Unwillingness to submit to authority; recurring problems with authority; negative responses to instruction
- Inconsistency in ministry or volunteer work
- Inordinate need to be with children; displays pattern or themes of gaining access to children
- Inordinate need to be with children of a specific age range with no reasonable explanation for the preference
- Dysfunctional family relationships
- History of inappropriate behavior or accusations of inappropriate behavior
- Defensive/angry responses
- Evasive responses
- Willingness to accept any position, regardless of significant difference in pay and/or responsibilities

## **Applicant Interview Questions, Cont.**

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### **PERFORMANCE SKILLS**

The following are traits that would be considered critical for adults working with children. Use the definitions to help you listen to the applicant's examples of previous work with children. Specific examples of previous situations will help you evaluate the applicant's suitability for working with children.

**Trainability:** Able to comprehend and behaviorally incorporate new information and skills; willing to use training and supervision to modify and improve known techniques.

**Policy adherence:** Able to conform to established policies and procedures and to address issues in a manner that is consistent with existing procedures for the organization.

**Patience:** Able to maintain a mature, calm, problem-solving demeanor when faced with interpersonal conflict, personal rejection, hostility, or other stressful circumstances.

**Supportiveness:** Able to show genuine concern for others, determine when a person needs comfort, provide appropriate comfort in a manner that is helpful.

**Judgment:** Able to generate useful, effective solutions. Exhibits a realistic understanding of issues and uses reason, even when dealing with emotional or sensitive topics.

**Boundaries:** Able to understand and abide by organizational policies as well as maintain appropriate, professional contacts with children; exhibits a clear understanding that children are not peers.

## 12.7 Reference Check Questions

### FOR PERSONAL REFERENCES

The Foursquare Church requires that all churches contact a minimum of two references on each applicant that will have access to children or youth. The following questions will be used to ensure that applicants are thoroughly screened and treated fairly. Additional questions may be added at the discretion of the church. References validate information provided by the applicant and documentation of the reference check should be kept in the personnel files. Reference checks are required for all applicants regardless if the applicant is well known in the church.

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of reference \_\_\_\_\_

Reference \_\_\_\_\_ of \_\_\_\_\_ (1 of 3, etc.)

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone numbers \_\_\_\_\_

### Script for Phone Call:

Hello, my name is \_\_\_\_\_ (your first and last name) with \_\_\_\_\_ (name of church).  
 \_\_\_\_\_ (the applicant's first and last name) has applied for a position with us and said you would be a good person for us to talk with about him/her. Do you have a few minutes to talk with me now? I would like to start by letting you know that \_\_\_\_\_ (the applicant's name) has applied for a position working with (children/youth), and so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known \_\_\_\_\_ (the applicant's name)?
2. What is your relationship to \_\_\_\_\_ (the applicant's name)?
3. How would you rate the applicant's ability to work with and relate to children?  
 \_\_\_\_ Above Satisfactory      \_\_\_\_ Satisfactory      \_\_\_\_ Below Satisfactory

Can you give me an example of how the applicant relates to children?

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

**Reference Check Questions, Cont.**

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4. How would you rate the applicant's ability to be patient and stay calm under very trying conditions with children?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

5. Have you ever known the applicant to treat a child harshly or abusively? If yes, please explain.

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6. Would you be comfortable placing one of your own children in the care of the applicant? Please explain.

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7. How does the applicant spend his/her free time?

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8. How would you rate the applicant's ability to relate to adults?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

Can you give me an example?

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9. How would you rate the applicant's ability to be genuinely supportive and understanding with children?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

**Reference Check Questions, Cont.**

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10. Do you know of a time when the applicant was able to show genuine concern for another person who needed comfort? Please explain.

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11. How would you rate the applicant's ability to maintain appropriate boundaries with children?

\_\_\_\_ Above Satisfactory      \_\_\_\_ Satisfactory      \_\_\_\_ Below Satisfactory

12. Do you have any additional comments?

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**Thank you for your time.**

\_\_\_\_\_  
Signature of interviewer

\_\_\_\_\_  
Date

**Reference Check Questions, Cont.**

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**FOR PROFESSIONAL REFERENCES**

The Foursquare Church requires that all churches contact a minimum of two references on each applicant that will have access to children or youth. The following questions will be used to ensure that applicants are thoroughly screened and treated fairly. Additional questions may be added at the discretion of the church. References validate information provided by the applicant and documentation of the reference check should be kept in the personnel files. Reference checks are required for all applicants regardless if the applicant is well known in the church.

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of reference \_\_\_\_\_

Reference \_\_\_\_\_ of \_\_\_\_\_ (1 of 3, etc.)

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone numbers \_\_\_\_\_

**Script for Phone Call:**

Hello, my name is \_\_\_\_\_ (your first and last name) with \_\_\_\_\_ (name of church). \_\_\_\_\_ (the applicant's first and last name) has applied for a position with us and said you would be a good person for us to talk with about his/her previous work habits. Do you have a few minutes to talk with me now? I would like to start by letting you know that \_\_\_\_\_ (the applicant's name) has applied for a position working with (children/youth), and so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known \_\_\_\_\_ (the applicant's name)?
2. How do you know \_\_\_\_\_ (the applicant's name)?
3. How would you rate the applicant's ability to learn new information and skills?  
 \_\_\_ Above Satisfactory      \_\_\_ Satisfactory      \_\_\_ Below Satisfactory

Can you give me an example of how the applicant was able to learn something new and use it in his/her work?

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

**Reference Check Questions, Cont.**

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4. How would you rate the applicant's ability to follow an organization's policies and procedures?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

5. How would you rate the applicant's ability to work with and relate to other adults?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

6. Have you ever known the applicant to use harsh or abusive discipline with a child? If yes, please explain.

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7. How would you rate the applicant's ability to use good judgment in normal conditions?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

8. How would you rate the applicant's ability to use good judgment in stressful conditions?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

Can you give me an example?

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9. Have you observed the applicant working with children? \_\_\_ Yes \_\_\_ No (if no skip to question 10)

If yes, how would you rate the applicant's ability to relate to children?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

Can you give me an example of how the applicant relates to children?

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With what types of children have you observed the applicant working well (enjoying the work, being effective with the children)? Please explain your observation.

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**Reference Check Questions, Cont.**

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With what types of children have you observed the applicant not working well (becoming frustrated, angry, resentful or non-productive)? Please explain your observation.

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10. How would you rate the applicant's ability to be genuinely supportive and understanding to a person in need?

\_\_\_ Above Satisfactory                      \_\_\_ Satisfactory                      \_\_\_ Below Satisfactory

11. Are you aware of any reason why we should not allow this applicant to work with children? If yes, please explain.

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12. Do you have any additional comments?

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**Thank you for your time.**

\_\_\_\_\_  
Signature of interviewer

\_\_\_\_\_  
Date



**“RED FLAGS” REGARDING REFERENCES**

- References were reluctant to participate in interview.
- References did not know the applicant well.
- References have short-term relationships with the applicant.
- References refused to answer particular questions.
- References’ information differed from the applicant’s.
- References described applicant as having high-risk characteristics.
- References were evasive.
- References reported specific concerns about the applicant.