



# **Glencairn Mennonite Brethren Church**

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# **Plan to Protect**

**An Abuse Prevention Policy  
for the children and leaders  
of Glencairn Mennonite  
Brethren Church**

# Plan to Protect

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## Revision History

- **September 2014** – Original document
- **September 2015**
  - Revision to Sec 6.1 to clarify interview and reference check procedure
  - Minor re-formatting done to clean up document
  - Added page numbers to all pages
  - Created an auto-indexing table of contents to ensure accuracy
  - Replaced “*Glencairn*” with “*the Church*” where appropriate (as per the definitions)
  - **Definitions** – changed “*This may be expressed as flirting and sexual suggestiveness*” to “*This may be expressed as flirting and/or sexual suggestiveness*” for clarity
  - **Section 7.1.1.10** - changed “Board Member” to “Elder” as per definitions.
  - **Appendix 4** – changed “Board Member” to “Elder” as per definitions.
  - **Appendix 8** – changed “*in hand*” to “*submitted*” since the intent is to have that document available before the interview
  - **Appendix 11** – changed “*children*” to “*vulnerable persons*” in the last two questions to be consistent.
  - **Appendix 11** – changed “*Staff member*” to “*Interviewer*” in the signature area for clarity.
  - **Appendix 13** – changed “*agree to comply with the procedures*” to “*agree to comply with the policies and procedures therein*” for clarity
  - **Appendix 13** – changed “*Have you ever been investigated by any Family and Children’s Services or another organization regarding child abuse in the past year?*” to “*Have you been investigated by any Family and Children’s Services or another organization regarding child abuse in the past year?*” (removed the redundant “*ever*”)

### Feb 2016

- Added two clarifying statements to the Lifestyle section in Appendix 7

### Aug 2016

- Revised Ministry Covenant (reworked paragraph that contained some heavy handed language and overemphasis on sexual sins)

### June 2017

- Revised the Ministry Covenant (Appendix 14) to suggest that dialogue should take place prior to making a decision to resign from position when in conflict with the covenant
- Moved “Screening of Child Workers” ahead of “Child Protection Procedures” to reflect the former’s more general content.

## Preface

This entire policy pertains to the protection of children and vulnerable adults.

Where the term “child(ren)” is used, it will always include those under eighteen years of age, and vulnerable adults, unless otherwise specified.

## Definitions (not defined in the text)

**Abuse** - means sexual, physical or emotional abuse of a child or vulnerable adult.

**Physical Abuse** - of a child means any physical force or action which results in or may potentially result in a non-accidental injury to a child and which exceeds that which could be considered reasonable discipline. (See also Section 3)

**Emotional Abuse** - is a pattern of hurting ones feelings to the point of damaging their self-respect. It includes verbal attacks on the person, insults, humiliation or rejection.

**Sexual Harassment** - the use of gender, status, and/or power differences to intimidate or control a victim, or to require sexual involvement. This may be expressed as flirting and/or sexual suggestiveness.

**Sexual Abuse** - means any sexual touching, invitation to sexual touching or other sexual acts relating to a child committed by an adult. In determining whether the touching or the act is a sexual touching or sexual act, one should ask whether a reasonable observer, looking at the touching or the act in its context, would conclude that it is. This definition would exclude normal affectionate behaviour towards children and exclude normal health or hygiene care. Sexual activity between children may constitute “sexual abuse” if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking advantage of the younger or less powerful child. *However, this definition would also exclude consensual, developmentally appropriate sexual activity between children, where there is no significant difference in age or power between the children.* (See also Section 3)

**Allegation** - a report of suspected abuse.

**Alleged Perpetrator** - a person accused of committing an act of child abuse.

**Approved Church Worker** - has attained eighteen years of age and refers to both paid and unpaid positions of leadership and care-giving, who have completed the Church Worker Application Form, completed an interview, returned appropriate police record checks, and, based upon review of the completed forms and interview, is placed in a ministry.

**Child** - includes children and youth under eighteen years of age, and vulnerable adults.

**Church** – Glencairn Mennonite Brethren Church and its related ministries.

**Church Worker Application Form** - an application form which is consistently used in the screening of prospective church workers. Completed application forms are to be kept confidential and in a secure location.

**Church Worker File** - a file kept on each worker, and prospective worker which includes the Church Worker Application Form, Application Interview form, Reference check form, Criminal Record Check, Annual commitment form, and spiritual gift evaluation (if available).

**Complainant** – a person initiating a report of inappropriate behaviour or abuse.

**Counselling Relationship** - a relationship in which the approved church worker and the person meet in a series of appointments for the purposes of either psychological or pastoral counselling.

**Elder** - sitting member of the church Board, including Lead and other pastors.

**Employee** – includes paid staff (pastoral, office or custodial), and any other person hired or approved by the church for church ministries. Where applicable, reasonable steps will be taken to prevent contact with Vulnerable Persons by anyone contracted by the church to do work for non-ministry purposes.

**Hall Monitor** – an approved church worker whose responsibility is to monitor hallways and rooms during children’s programs.

**Liability**- legal responsibility, often resulting in monetary damages.

**Molestation** - improper sexual advances or activity with a child.

**Negligence** - a failure to exercise reasonable care.

**Negligent Supervision** - a failure to exercise reasonable care in the supervision of either paid employees or volunteer workers.

**Pastor** - Lead or Associate Pastor unless specified in text.

**Perpetrator** - a person who commits an act of child abuse.

**Plan to Protect Team** - a group of people responsible for the co-ordinating, screening, and placing of approved volunteers in the ministries of Glencairn Mennonite Brethren Church.

**Policy** - a rule which describes or structures the proper working behaviour of a church staff member or volunteer.

**Reasonable care** - the care that would be exercised by an ordinarily prudent person under the same or similar circumstances.

**Sexting** - the sending of sexually explicit photos, images, text messages, or e-mails by using a cell phone or other mobile device.

**Staff member** - hired individual (part or full time) for a specific ministry area at Glencairn Mennonite Brethren Church (eg. Youth pastor, children’s pastor, worship pastor etc.).

**Victim** - the person who is abused

**Vulnerable person** - a person who, because of their age, a disability or other circumstances, whether temporary or permanent, a) are in a position of dependence on others; or b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

## 1. Statement of Purpose

The Church recognizes that our relationships and ministry with those in our care function as a reflection of God's constant, personal, nurturing and protective love.

Church workers in positions of authority and trust have an even greater responsibility to examine their own and each other's conduct and attitudes to ensure that scriptural standards are maintained.

In our ministry to children and youth, we must carefully follow what scripture teaches, such as:

- *Be on guard for yourselves and the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with his own blood. (Acts 20:28)*
- *Avoid every kind of evil. (1 Thess. 5:22)*
- *But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. (Eph. 5:3)*
- *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 depths of the sea. (Matt. 18:6)*

These guidelines are therefore set forth to provide a safe and nurturing environment in which we can bring children to the Saviour. The church seeks to provide quality care and instruction in ministry to the family. These guidelines are designed to protect and promote growth in God for each child and adult involved.

## **2. Statement of Church Vulnerability and Liability**

### **2.1. Godly Responsibilities**

By its God-given nature, the Church is committed to working with people of all ages and every circumstance. The Church understands its spiritual responsibilities of caring for the whole person and is committed to providing competent care and nurture of all people, recognizing the need to protect the vulnerable members of the community. Thus, it takes the appointment of personnel seriously. It is essential, therefore, that those who serve in the church, particularly teachers and those in leadership, be judiciously selected and adequately trained. When making any appointment, but especially when one is expected to minister to children and vulnerable adults, the selection process should be such that the church leadership will have confidence in the individual's spiritual maturity, ability and integrity.

### **2.2. Legal Responsibilities**

Not only does the Church have a spiritual and moral responsibility to protect the young and vulnerable, it also has a legal obligation. Should abuse be alleged within today's institutions, the legal ramifications are great. If someone in the exercise of their ministry for the Church were accused of abusing a child, not only could the individual be sued, but also the leadership and, possibly, the entire Church could be held responsible. The Church is concerned about doing what is proper under God, and is careful to maintain high moral and ethical standards. It is important to implement the necessary safeguards (such as hiring and appointing practices) for sufficient protection of those who need it most. Thus, it is incumbent upon the Church to implement and maintain a programme of screening and examination of each person serving in the Church. Once the process is in place and there is clear evidence that the Church has determined a method of training, and screening potential 'ministers' (church worker), the legal ramifications become considerably reduced. When the Church does all it can do to protect the young, the innocent and the vulnerable, not only will the legal requirements be fulfilled, but the Lord Jesus Christ will also be honoured through the transparency of His Church.

### 3. Understanding Child Abuse

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. Church members must be aware of the pain and long term suffering that can accompany such abuse.

The degree of damage depends upon several factors including the intensity, duration and frequency of the abuse. In addition, the relationship of the perpetrator to the child must be considered. If the perpetrator is a known and trusted authority figure in the child's life, the degree of impact increases dramatically.

**3.1 Child Abuse** is defined as follows:

- It can be physical, emotional or sexual.
- All abuse involves the misuse of power.
- Misuse of power takes place when people take advantage of the authority or power they have over other people.

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

**3.3 Emotional Abuse** is a pattern of hurting ones feelings to the point of damaging their self-respect. It includes verbal attacks on the person, insults, humiliation or rejection

**3.4 Sexual Harassment** is the use of gender, status, and/or power differences to intimidate or control a victim, or to require sexual involvement. May be expressed as flirting and sexual suggestiveness.

**3.5 Sexual Abuse** occurs when a child or youth is used by somebody else for sexual stimulation or gratification. Sexual activity between children or youth may also be sexual abuse if older or more powerful children or youth take sexual advantage of those who are younger or less powerful.

## 4 Screening of Church Workers

### 4.1 An approved church worker is one who fulfills the following criteria:

- has been a regular attender of the Church for at least six months
- is a member or a non-member approved by the pastor and Plan to Protect team
- fills out application form
- submits to filling out the appropriate Police checks
- must be 18 years of age or older and
- approved by at least two individuals appointed by the Plan to Protect team, including interview and reference checks, as deemed necessary

### 4.2 Anyone having plead guilty to and/or has been convicted of *any* sexual or violent offence **may not work with children, teens or vulnerable adults.**

### 4.3 Anyone having plead guilty to and/or has been convicted of a **non-sexual** criminal offence **may be considered** for a child care position *if* there is evidence of long-term reliable behaviour.

### 4.4 If there has been an authentic religious conversion since a sexual criminal offence, that person **may be considered** for a ministry, but **not** in a position where they would be in contact with children or vulnerable adults.

### 4.5 Training and Responsibility Regarding Approved Church Workers

4.5.1 Church workers are to be trained concerning the contents of the Plan to Protect Document, and be given annual refresher courses. Initial training and refresher courses are mandatory. This will be documented and kept on secure file

#### 4.5.2 Who is to be Approved

- All those who work with vulnerable adults, teens and children.
- All Elders, pastors and staff (paid or unpaid).
- Life Group leaders
- Hall Monitors
- Bridges team leaders

### 4.6 Criminal Record Re-Checks

4.6.1 All approved workers need to have criminal record re-checks every 5 years

## **5 Child Protection Procedures**

### **5.1 Child Security and Supervision Requirements**

- 5.1.1** All programs will be supervised by an approved church worker. As a general rule, there is to be a minimum of 2 adult workers per children's class. Any regularly scheduled workers need to be approved, or in the process of being approved (see Section 6).
- 5.1.2** Attendance records must be kept of all children and adult supervisors of all church sponsored activities, both on and off premises.
- 5.1.3** Adult visitors are permitted in the classroom at the discretion of an appropriate Staff member. All guest speakers must be approved by the appropriate Staff with the exception of those previously approved for leadership.
- 5.1.4** Children 12 and under are permitted to assist an adult with supervision of younger children.
- 5.1.5** If a situation arises where one adult needs to leave the room, those 12 to 16 may be permitted to supervise children along with one adult worker, for short periods of time.
- 5.1.6** Sixteen and seventeen year olds may work with children independently under the supervision of an approved church worker.
- 5.1.7** Children five or under must be brought to and picked up from their classroom by the parent or their designate (including siblings 11 or older), according to the Church's sign in/sign out procedures.
- 5.1.8** Children are not permitted to wander out of their classroom during program time. If a child refuses to join or stay with the group his/her parent will be informed. The parent is then responsible for that child.
- 5.1.9** All classroom doors should contain windows. If a room without a door window must be used, the door must be left open.
- 5.1.10** As much as possible it is advisable to avoid being alone in a room with a child. If a temporary situation arises the door must be kept open.
- 5.1.11** All Hall Monitors need to be approved church workers.

## **5.2 Washroom Guidelines**

- 5.2.1** Parents are to be encouraged to take their children to visit the washroom prior to each class or service.
- 5.2.2** During children's programs, children in the preschool to SK (eg. 3-5) should be escorted to the bathroom and back to class by an approved church worker. Children in grades 1 -5 will be encouraged to go in pairs to the bathroom.
- 5.2.3** Children's programs need to have adequate staff available so that there is an approved person to escort children to the bathroom if necessary.

## **5.3 Nursery Bathroom Needs**

- 5.3.1** Parents are encouraged to change diapers prior to leaving their child in the nursery. Parents will be paged to take care of bathroom needs of children in nursery, or if necessary, done by an approved church worker with parental consent.

## **5.4 Counselling Children or Youth**

- 5.4.1** Where an adult has a legitimate reason to be alone with a child under age 16, the consent of the child's parent or guardian must be obtained before going out alone with that child, or spending time with the child in an unsupervised situation. Parental permission is also recommended for children 16 and over as applicable.

## **5.5 Behaviour - Appropriate and Inappropriate**

Church workers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate. The following are guidelines:

### **5.5.1 Appropriate Behaviour**

Love and caring can be expressed in the following appropriate ways, by:

- Bending down to the child's eye level and speaking kindly; listening to him or her carefully
- Taking a child's hand and leading him or her to an activity
- Putting an arm around the shoulder of a child who needs quieting or comforting.
- Patting a child on the head, hand, shoulder or back to affirm him or her.
- Holding a child by the shoulder or hand to gain his or her attention while you redirect the child's behaviour.
- Holding a preschool child who is crying.

### **5.5.2 Inappropriate Behaviour**

Avoid:

- Kissing a child.
- Carrying older children or having them sit on your lap.
- Prolonged physical contact.
- Seductiveness or suggestive behaviour.
- Corporal punishment
- Rough play, including tickling
- Piggy back rides
- Touching a child's bottom, private area, chest, or inner thigh

### **5.6 Response to Inappropriate Behaviour**

**5.6.1** Inappropriate behaviour is to be reported to the overseeing staff member. The complainant and/or overseeing staff member will approach the person responsible for inappropriate behaviour, and discuss the situation about which there is concern. Following the discussion, it will be determined as to whether a formal report is necessary (Appendix 1). If there is no cause for further concern, then no action will be taken.

**5.6.2** If a formal report is necessary, the Complainant files a report with an overseeing staff member who informs the Lead pastor. Two people from the Ministry will meet with the person, to discuss the course of action. These steps might include training, monitoring or removal from a particular ministry position. A follow-up record will be kept (Appendix 2).

## **6. Off Premise Activities**

### **6.1 Special Events**

**6.1.1** Teachers are permitted to have special class activities in their homes, plan social activities and involve their pupils in field trips and service projects. The following precautions need to be taken with these activities.

#### **6.1.2 Field Trips and Special Events**

**6.1.2.1** Activities conducted away from the church property should be pre-approved by the overseeing staff member or Elder(s).

**6.1.2.2** Parental/Guardian consent will be obtained prior to outings. These Permission and Medical Release forms will be brought by the leader to the event, and then kept on file subsequent to event.

**6.1.2.3** All trips and outings must be supervised by a minimum of two approved adult leaders (as a general rule they will not be related). When the transporting of children is involved in an activity, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car must never exceed the number of seat belts.

### **6.2 Overnight Events**

**6.2.1** Church sponsored overnight activities may be permitted as long as the following guidelines are met.

**6.2.1.1** All overnight activities must be pre-approved by the appropriate overseeing staff member. Proper written consent and medical release forms are required for each child participating in overnight events.

**6.2.1.2** All overnight activities need to have a reasonable ratio of leaders to participants. A minimum of two leaders is required at all times. All supervising adults must be approved church workers. Adult leaders are to represent gender of participants (i.e. if both male and female participants, then both male and female leaders need to be represented).

### **6.3 Transportation**

**6.3.1** Adults often need to drive youth to and from activities and every effort should be made to have a third person in the vehicle, preferably two unrelated adults with one or more minors as passengers. Avoid having one young person and one adult in the car alone. If you have unplanned extra stops, attempt to notify parents if possible.

**6.3.2** A driver's abstract may be obtained at the discretion of the church leadership.

**6.3.3** All passengers must have their own seat and seat belt.

## **7. Incident Reporting Procedures & Accountability**

### **7.1 Preamble:**

Ontario's Child and Family Services Act CFSA s.72.1) is intended "to promote the best interests, protection and well-being of children." It is clearly understood within the Act that all members of the public, including professionals, have a duty and responsibility to protect the children. We are all responsible for the welfare of children. We are especially obligated to notify the Family & Children's Services of any children who are suspected to be at risk. Abuse does not have to occur before being reported. On the contrary, if a child is considered to be at risk and in need of protection, whether from physical, sexual, emotional abuse, neglect or risk of harm, this must be reported and the information upon which the suspicion is based given to the Family & Children's Services.

**7.2** Professionals who work closely with children are recognized as having special awareness of the signs of abuse and neglect. It is, therefore, a serious offence for a professional to not report any suspected or actual abuse. Professional confidentiality is overruled by the greater need to protect the child. Included in this list of professionals, as enumerated in CFSA s.72.(5) are: physicians, nurses, dentists, pharmacists, psychologists, teachers and school principals, social workers, family counsellors, priests, rabbis, other members of the clergy, operators or employees of day nurseries, youth and recreation workers (not volunteers), peace officers, coroners, solicitors, service providers, employees of service providers; and any other person who performs professional or official duties with respect to a child. In the event of civil action, unless it is shown that there was malicious intent, or the suspicion was based on unreasonable grounds, the individual will be protected.

### **7.3 Reporting Protocol for the Church:**

All Church Workers are to be familiar with the Church's Plan to Protect policy, so that inappropriate behaviour may be avoided.

#### **7.3.1 Allegation of Abuse involving a Church worker**

**7.3.1.1** If you suspect abuse, you must inform the Lead Pastor and/or member of the Elders, and together fill out a "Suspected Child Abuse Involving a Church Worker Report" form (Appendix 3). You must be able to provide information to substantiate your concerns. The pastor or member of the Elders will then respond to the allegations in the following manner:

**7.3.1.1.1** Immediately make a disclosure to the Family & Children's Services (FACS) or to the Police (as our legal obligation). Do not conduct your own investigation; this must be left up to the professionals.

**7.3.1.1.2** Consult a lawyer for advice

**7.3.1.1.3** Without admitting legal liability, express your church's concern to the complainant and their families and assure them of your commitment in assisting the investigation.

- 7.3.1.2 The alleged perpetrator will **not** be made aware of the allegations or informed that FACS/police have been contacted. (Advice should be sought from authorities in regards to what information is communicated). The alleged perpetrator will be immediately suspended from children's or youth ministry duties, without presuming guilt, pending outcome of police investigation. Staff members in any ministry in which that person is involved will be notified when a person's approval is under suspension and their file labelled accordingly.
- 7.3.1.3 Assure confidentiality for the benefit of both alleged victim and the alleged perpetrator.
- 7.3.1.4 Avoid public statements to individuals, the media or from the pulpit, without obtaining legal counsel.
- 7.3.1.5 Contact the Sexual Misconduct and Abuse Response Resource Team from Mennonite Central Committee. (<http://mcco.ca/restorative/smarrt>)
- 7.3.1.6 Report the incident to the insurance company (currently Robertson Hall Insurance), in order to satisfy the statutory conditions of your liability policy and to avoid jeopardizing your legal defence and coverage response.
- 7.3.1.7 Following a police investigation, the alleged perpetrator may be reinstated to their former position, if there is no criminal conviction, and at the discretion of the church leadership. A written explanation for reinstatement, signed by pastor and/or Elder, is to be attached to the Suspected Child Abuse Involving Church Worker Report Form (Appendix 3).

#### 7.4 Allegation of Abuse involving someone outside the Church

- 7.4.1 If you suspect abuse or persistent neglect that does not involve a church worker, you must inform the Pastor and/or an Elder and together fill out a "Suspected Child Abuse Report" form (Appendix 4). You must be able to provide information to substantiate your concerns. Immediately make a disclosure to the Family & Children's Services or police. No further action is required unless requested by authorities.
- 7.4.2 Be sure that all of the information, the allegations and your reporting, are well documented and filed. These records are kept confidential.
- 7.4.3 In all of this, the ministry of the Church must continue. It is important that both the alleged victim and the alleged perpetrator receive appropriate pastoral care.

## 8. Record Keeping

All confidential forms will be kept in a locked filing cabinet in the church office. Access to the file cabinet will be limited to the Plan to Protect Team and the lead Pastor. Information is to be accessed only for their designated purposes.

## **9. Confidentiality**

- 9.1 The Church upholds the Bible's injunction to bear each other's difficulties, treat everyone with love and respect and to not engage in malicious gossip. As well, the legal authorities of Ontario prohibit the unrestricted sharing of certain types of personal information.
- 9.2 Considering the above mandates, the Church considers confidentiality of information a serious issue.
- 9.3 Information about the infraction of church policies must only be shared with the appropriate staff member, pastors and Elders. At no time should these matters be discussed with other congregational members.
- 9.4 The Church wishes to deal with victims and alleged perpetrators in a loving, just manner in accordance with the Bible and the laws of Ontario.

## **10. Social Media Policy**

- 10.1 Texting, emailing, Social Media websites (eg. Facebook), and other forms of electronic communication have become common today, especially among students. Texting and electronic communication can be a vital part of youth ministry work, but their improper use can produce serious consequences.
- 10.2 Promoting Safety**
- 10.2.1 Ministry youth workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with minors involved in ministry activities.
- 10.2.2 Personal emails or texts between an adult leader and a youth under 16 should be avoided without parental consent. Communication should include a cc (carbon copy) to the youth's parent and/or other staff member. When sending a broadcast email to youth group, emails should be sent bcc (blind carbon copy) along with a cc to an adult leader.
- 10.2.3 Adult leaders of children and youth programs need to be focussed on the needs of their group, and not be distracted from activities on their smart phone or electronic device (i.e. phone calls, texting, emailing, games, etc.).
- 10.2.4 Youth workers who become aware of possible child abuse through electronic media must immediately notify their supervisor. The process for reporting abuse will then be followed (see #7 Incident Reporting Procedures & Accountability).
- 10.2.5 Adults who want to connect via a social networking website with youth to whom they minister are strongly encouraged to set up a closed group account that youth may join. Your requesting to "friend" an adult can then be invited to join this group rather than be accepted as a friend on an adult's personal profile account. The purpose of these two separate accounts/profiles is to create a line of privacy and maintain healthy boundaries with youth and real family, friends and colleagues.

## 11. Appendix 1: Suspected Inappropriate Behaviour Report Form

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

**Name of child:** \_\_\_\_\_

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

**Phone number:** \_\_\_\_\_

**Name of adult suspected of involvement in inappropriate behaviour:**

\_\_\_\_\_

**Nature/description of inappropriate behaviour** (including date, time and location and persons involved):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action taken to this point:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complaint by:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Receiving Staff Member**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Pastor/Elder**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## 12. Appendix 2: Inappropriate Behaviour Report Follow-Up

**Date of Interview:** \_\_\_\_\_

**Person Interviewed:** \_\_\_\_\_

**Description of Discussion:** \_\_\_\_\_

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

**Plan of Action:** \_\_\_\_\_

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

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*This is an accurate description of the interview. I agree to comply with the above Plan of Action taken by the Church.*

**Signature of Person Interviewed:** \_\_\_\_\_

**Name of Interviewers:** \_\_\_\_\_

**Signatures:** \_\_\_\_\_

**Positions:** \_\_\_\_\_

**Outcome of Action Plan:**

- no repeat behaviour
- behaviour will be under observation
- repeat behaviour - person removed from position

### 13. Appendix 3: Suspected Child Abuse Involving Church Worker Report Form

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Child: \_\_\_\_\_

Name of Alleged Perpetrator: \_\_\_\_\_

Context of Observations (location/date): \_\_\_\_\_

\_\_\_\_\_

Behaviour/Indications leading to suspicion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of person observing: \_\_\_\_\_

Family & Children's Services / Police called: (circle as appropriate) Date: \_\_\_\_\_

Police Case File #: \_\_\_\_\_ Police Officers Name/Badge #: \_\_\_\_\_

Name of Person Reporting: \_\_\_\_\_

Action Taken by the Church: \_\_\_\_\_

\_\_\_\_\_

Worker involved asked to step down from ministry: Yes \_\_\_\_ No: \_\_\_\_

SMARRT team contacted: (who & date): \_\_\_\_\_

Insurance contacted (Robertson Hall) (who & date): \_\_\_\_\_

Lawyer contacted (who & date): \_\_\_\_\_

Pastoral Support offered to victim and family (who & date): \_\_\_\_\_

Pastoral Support offered to accused and family (who & date): \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Elder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Allegations unsubstantiated/Church Worker Reinstated: Yes: \_\_ Date: \_\_\_\_\_ No: \_\_\_\_

Written explanation for reinstatement written by: \_\_\_\_\_

## 14. Appendix 4: Suspected Child Abuse Report Form Not Involving Church Worker

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

**Name of Child:** \_\_\_\_\_

**Address of Child:** \_\_\_\_\_

\_\_\_\_\_

**Name of Alleged Perpetrator:** \_\_\_\_\_

**Context of Observations:** (location/date): \_\_\_\_\_

**Behaviour/Indications of Child or Adult leading to suspicion:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complainant:** \_\_\_\_\_

**Pastoral Support offered to victim and family** (who & date): \_\_\_\_\_

**Family & Children's Services / Police called:** (circle as appropriate) **Date:** \_\_\_\_\_

**Pastor's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Elder's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## 15. Appendix 5: General Activity Consent/Waiver Form

- This form must be fully completed and signed for the Participant to be able to be involved in the Church programs.
- The Church and its volunteers/employees shall not be held liable for any damages, litigation expenses or liability damages awards as a result of participating in this activity.
- Transportation to and from Church events are the responsibility parent/guardian
- Activities may include typical low-risk age-appropriate school sports activities (basketball, baseball, etc), amusement activities (laser tag, mini golf, movies, etc).

---

### Participant Section

I, \_\_\_\_\_, understand that participation in this program, including onsite and offsite activities, is a privilege and agree to obey the leaders. I will treat leaders, other participants and the property of others with care and respect. This includes my not distracting anyone else from full enjoyment and participation in the program.

**Participant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

### Parent/Guardian Section

*We at Glencairn Mennonite Brethren Church would like to keep your son/daughter as safe as possible while involved in this program. Please provide all information which may assist us in dealing with any emergencies, should they occur.*

**Participant's Health Card #:** \_\_\_\_\_

**Allergies or other concerns:** \_\_\_\_\_

**Emergency Contact #1:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Emergency Contact #2:** \_\_\_\_\_ **Telephone#:** \_\_\_\_\_

In the event of an accident or serious illness involving my son/daughter, if I am not immediately available, I authorize the administration of any medical intervention deemed necessary by the attending medical staff.

Until I advise otherwise in writing, I, \_\_\_\_\_, hereby give permission for my son/daughter named above to attend Glencairn Mennonite Brethren Church Programs, including transportation by Church approved drivers and vehicles to offsite activities and the associated risk of such travel.

<p><b>Parent/Guardian Signature:</b> _____ <b>Date:</b> _____</p>
---

## 16. Appendix 6: Specific Activity Consent/Waiver Form

This form must be fully completed and signed for the Participant to be able to be involved in the named activity. The Church and its volunteers/employees shall not be held liable for any damages, litigation expenses or liability damages awards as a result of participating in this activity.

**Activity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Risks:** \_\_\_\_\_

\_\_\_\_\_

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### Participant Section

I, \_\_\_\_\_, understand that participation in this activity is a privilege and agree to obey the leaders. I will treat leaders, other participants and the property of others with care and respect. This includes my not distracting anyone else from full enjoyment and participation in the program.

**Participant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### Parent/Guardian Section

*We at Glencairn Mennonite Brethren Church would like to keep your son/daughter as safe as possible while involved in this program. Please provide all information which may assist us in dealing with any emergencies, should they occur.*

**Participant's Health Card # (optional):** \_\_\_\_\_

**Allergies or other concerns:** \_\_\_\_\_

**Emergency Contact #1:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Emergency Contact #2:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

In the event of an accident or serious illness involving my son/daughter, if I am not immediately available, I authorize the administration of any medical intervention deemed necessary by the attending medical staff.

Until I advise otherwise in writing, I, \_\_\_\_\_, hereby give permission for my son/daughter named above to attend the specified activity, including transportation by Church approved drivers and vehicles to offsite activities and the associated risk of such travel.

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I understand the risks involved with this activity, and give my consent for participation.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 17. Appendix 7: Application for Church Worker

*(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)*

*In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and to protect our volunteers. Thank you in advance for your understanding.*

### Personal Information

Full Name: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Phone Number(s): (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Business): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: ` \_\_\_\_\_

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

Marital Status: Single \_\_\_ Married \_\_\_ Engaged \_\_\_ Separated \_\_\_ Divorced \_\_\_  
Remarried \_\_\_ Widow/widower \_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Occupation and/or Employer: \_\_\_\_\_

Hobbies, Interests or Skills/: \_\_\_\_\_

### Spiritual History

How long have you attended Glencairn Church? (Years): \_\_\_\_\_ Member? Yes \_\_\_ No \_\_\_

When did you accept Christ as your Saviour? \_\_\_\_\_

Have you been baptized upon confession of your faith? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Christian Education History

Please list any courses, training or experiences, relevant to your desired ministry involvement at Glencairn.

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## Present and Previous Ministry Experience

1. **Name of Church:** \_\_\_\_\_

Dates and Description of Ministry: \_\_\_\_\_  
\_\_\_\_\_

Pastor or Ministry Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

2. **Name of Church:** \_\_\_\_\_

Dates and Description of Ministry: \_\_\_\_\_  
\_\_\_\_\_

Pastor or Ministry Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

3. **Name of Church:** \_\_\_\_\_

Dates and Description of Ministry: \_\_\_\_\_  
\_\_\_\_\_

**Pastor or Ministry Supervisor:** \_\_\_\_\_ Phone: \_\_\_\_\_

## Lifestyle

*In order to provide a safe and secure environment for our children, we believe it is necessary to include the following questions as part of our application process. All information will be kept strictly confidential. (Police may access this information under warrant, if requested.)*

*Answering “yes” to any of the questions may not necessarily preclude your involvement in ministry. A meeting can be arranged with a Pastor so that you may discuss the circumstances. Thank you in advance for your understanding.*

**If NONE of the following circumstances below apply to you, please check here \_\_\_\_\_**

- Have been convicted of a criminal offense involving children.
- Have been convicted of a sexually related crime.
- Have been convicted of an abuse related crime.
- Have been hospitalized or treated for alcohol or substance abuse.
- Have any communicable disease.
- In treatment for any form of mental illness.

There is a professionally established connection between people who were abused in childhood and those who abuse children. There can also exist, other negative (or pathological) childhood experiences which result in behaviours and emotions that adversely affect relationships with children. In compassion and love, we strongly encourage you to reflect upon whether any unresolved anger, pain, etc. would have a negative effect upon your behaviour with children at the Church. If you believe there are issues to resolve, we then encourage you to speak to a pastor who will counsel you in this area.

**I have read the preceding paragraph** \_\_\_\_\_

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

## **References**

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. If possible, include at least one reference from inside the church.

1. **Name of Reference:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

2. **Name of Reference:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

3. **Name of Reference:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## **Ministry Profile**

Area(s) of ministry you would like to be involved in: \_\_\_\_\_

\_\_\_\_\_

Briefly describe any personal experience which relates to this/these ministry(s):

\_\_\_\_\_

\_\_\_\_\_

## **Applicant's Statement**

- I hereby acknowledge that the information contained in this application for ministry is correct to the best of my knowledge.
- I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for children's ministry, and I release all such references from liability for any damage that may result from furnishing such evaluation to you.
- I agree to undergo a Criminal Record Check (Name Based and Vulnerable Sector) and provide the original copy to the Church for the purpose of my protection against any false allegations and for the protection of those I serve. I understand that the results will be kept confidential.
- I further agree to adhere to the Plan To Protect Policy as adopted by the Church.

**Applicant's Name** (please print): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_

## 18. Appendix 8: Application Interview Form

*A completed Application Form for Church Worker must be completed and submitted to allow for reference checks and review prior to the interview.*

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

The following points have been noted and discussed to the satisfaction of the Interview Committee:

- the time and circumstances under which the applicant committed her/his life to Jesus
- discipline and commitment to a God-honouring lifestyle since the above
- reputation and any unresolved conflicts in former church settings
- relationships with their children and spouses and the impact their volunteer work may have on family responsibilities
- acceptance of Mennonite Brethren Confession of Faith
- understanding and acceptance of church leadership
- they have read, agree to and signed the Plan To Protect
- the applicant understands the requirements of the position applied for (including training sessions and Plan to Protect policy training, time commitment, time frames, group sizes and ages of children involved and physical demands)
- applicant has been given the “Reflection on Life Experiences Sheet” (Appendix 9)

### Statement of Acceptance

We, the undersigned, have interviewed \_\_\_\_\_ (name) and have determined that s/he has the necessary faith, commitment and experience to fill the position of \_\_\_\_\_ in a way that will honour God and serve the body of Christ.

(If Applicant was unaccepted, please explain. \_\_\_\_\_)

**Applicant notified (Date):** \_\_\_\_\_

\_\_\_\_\_  
(Name) \_\_\_\_\_ (Signature)

\_\_\_\_\_  
(Name) \_\_\_\_\_ (Signature)

\_\_\_\_\_  
(Name) \_\_\_\_\_ (Signature)

## **19. Appendix 9: Application Interview Form**

This information to be given to applicant as a second check that applicant has thought about any negative effect past experiences may have on how he/she deals with children

### **Reflection on Life Experiences**

In the “Application for Church Worker” it is stated: “There is a professionally established connection between people who were abused in childhood and those who abuse children. There can also exist, other negative (or pathological) childhood experiences which result in behaviours and emotions that adversely affect relationships with children.”

We again encourage you to reflect upon whether any unresolved anger, pain, or situations from your past, such as abuse, molestation, alcohol or substance abuse, or mental illness would negatively affect your behaviour with children at the Church.

If you feel you may have issues to resolve please speak to a pastor who can help you assess these matters.

## 20. Appendix 10: Reference Check Form

**Name of Applicant:** \_\_\_\_\_

**References checked:**

Name: _____
Organization: _____
Notes: _____
_____
_____

Name: _____
Organization: _____
Notes: _____
_____
_____

Name: _____
Organization: _____
Notes: _____
_____
_____

**Staff Member's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 21. Appendix 11: Reference Check Questions

(To be kept on file)

**Name of Applicant:** \_\_\_\_\_

**Organization/Person contacted:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_

**Applicant's ministry position or job at organization:** \_\_\_\_\_

**Phone Response?** \_\_\_\_\_ **Written Response?** \_\_\_\_\_

\_\_\_\_\_

**Please give an overall picture of the applicant for ministry in these areas:**

- Level of Spiritual maturity: \_\_\_\_\_
- Character: \_\_\_\_\_
- Interpersonal skills: \_\_\_\_\_
- Teachability: \_\_\_\_\_
- Conflict Management \_\_\_\_\_

Has applicant had any major conflict in performing their role? If so, how did he/she deal with it?

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

Have you ever had a concern or cause to question the applicant's ability to work with or care for vulnerable persons?

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

Are there any concerns about the applicant's personal background which would affect their ability to deal appropriately with vulnerable persons?

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

**Respondent's Signature<sup>1</sup>:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Interviewer's Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Interviewer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Only if the interview was done in person

## 22. Appendix 12: Child/Youth Registration Form

*If your child/youth will be participating in programs at Glencairn Mennonite Brethren Church, please complete this form which will be kept on file.*

### PARENT/GUARDIAN'S INFORMATION (please print)

Name: \_\_\_\_\_

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

City & Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone\*: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\* Will be used only to text you a message in case your child needs you during the service.

### CHILD/YOUTH'S INFORMATION (please print)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Birthdate (dd/mm/yyyy): \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Birthdate (dd/mm/yyyy): \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Birthdate (dd/mm/yyyy): \_\_\_\_\_

### **Health Issue Notes** (please indicate child's name for each issue)

*Health Issues (including food or drug allergies, whether your child wears a "Medical Alert" bracelet, whether your child is on regular medication, etc.) – please provide details below as appropriate. Please also indicate if this health issue is a life threatening allergy or condition.*

*If there is any additional information we should be made aware of (family, medical, social, or other), or if there is a custody order in place for your child, please indicate here.*

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**Medical Consent:** I consent to let program leaders seek medical attention for my child if I cannot be reached and immediate attention is deemed by the program leaders to be required. It is understood that the leaders will make every effort to continue to contact me in the event of such a medical emergency. **Initials** \_\_\_\_\_

Parents are encouraged to change diapers prior to leaving their child in the nursery. Parents will be paged to change diapers, unless permission is given to do so by an approved church worker. **I give consent: YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Children up to Senior Kindergarten (age 5) must be picked up after the program by a parent or designated person. If a sibling is picking them up, they must be 11 years old or older.

If your child is in Grade 1 or older, they will be dismissed without a parent or designated person. If you require someone to pick up your child, **please initial here:** \_\_\_\_\_

**Preferred Contact Consent for Children and Youth:**

I give permission for the Church leaders to contact my youth as follows:

- Email (provide address): \_\_\_\_\_
- Text (provide cell number): \_\_\_\_\_
- Facebook (through youth group closed accounts): Yes \_\_\_\_\_ No \_\_\_\_\_
- One on One meeting in a public space with an approved church leader for the purpose of discipleship and mentoring: Yes \_\_\_\_\_ No \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**Note that this communication is restricted to enhancing the ministry of the Church.**

**Picture Consent:** Understanding that the Church does not include the names of minors with their pictures in any promotional material, I consent to the use of pictures/videos taken of my children for use inside the church building. **Initials** \_\_\_\_\_

**Website Consent:** I agree to allow pictures of my child to appear on the Church website.  
**Initials** \_\_\_\_\_

<b>Parent/Guardian signature:</b> _____	<b>Date:</b> _____
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**Privacy:** It is understood that the information provided through this registration will be added to the church database to be used for church program purposes only, and not to be distributed to any outside party.

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*Please return this form to the Children's Ministry Leader, Youth Leader or Office  
The information on this form will be kept strictly confidential.*

## 23. Appendix 13: Annual Volunteer Commitment Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Please indicate if you have taken any of the following courses (please give the most recent date if possible).

- First Aid**..... **Date Taken** (dd/mm/yyyy): \_\_\_\_\_
- CPR**..... **Date Taken** (dd/mm/yyyy): \_\_\_\_\_
- Non-Violent Crisis Intervention**..... **Date Taken** (dd/mm/yyyy): \_\_\_\_\_
- Babysitting course** (for Youth only) ..... **Date Taken** (dd/mm/yyyy): \_\_\_\_\_

### Plan to Protect Commitment & Declaration:

Since Glencairn Mennonite Brethren Church offers ministries to children, youth and other vulnerable persons and because we are committed to providing a safe place, we ask volunteers to respond to the following questions annually.

- *I have read the Glencairn Mennonite Brethren Church **Plan to Protect Policy** and agree to comply with the policies and procedures therein.*
  - Yes
  - No
- *Have you been investigated by any Family and Children’s Services or another organization regarding child abuse in the past year?*
  - Yes
  - No
- *Have you been charged or convicted of any offense (excluding Highway Traffic Act) in the past year?*
  - Yes
  - No

Signature: \_\_\_\_\_

*Please return this form to Ingrid Reichard. Thank you for your cooperation.  
The information on this form will be kept strictly confidential.*

## **24. Appendix 14: My Ministry Covenant**

*(For Staff, Elders, Children’s teachers, Life Group leaders and Bridges Team Leaders)*

It is a privilege to serve in a leadership position in the church, and to influence others. Leaders within the body of Christ are held to a higher accountability, and expected to live an exemplary Christian life as they lead others in their spiritual journey. While recognizing that grace abounds in our experience with Christ, and that in Christ there is forgiveness for moral failure, it is also recognized that biblical principles and standards are what qualify and empower an individual to lead.

### **I ACCEPT the responsibility of MODELLING A BIBLICAL LIFESTYLE:**

Living a consistent biblical lifestyle requires that we keep short accounts with God (regularly confessing our sin). We all experience the lure of sin, and the failure to resist. Ignoring our weaknesses, or denying our failures can lead to an insensitivity and the presence of sin in our own lives. Confessing our failures to God and to others (James 5:16), helps build spiritual maturity and strength against the enemy’s strategy.

### **COVENANT ACKNOWLEDGEMENT:**

Having received Christ as my Lord and Saviour, and in recognition of God’s covenants toward us, I understand and agree to the content of this Ministry Covenant.

#### **1. I will protect the unity of my church**

- by acting in love toward other members
- by refusing to gossip
- by following the leaders
- by being supportive of the Church’s Vision and Values
- by adhering to the Plan to Protect Policy
- by supporting the Mennonite Brethren Confession of Faith  
(Rom. 14:19; 1 Peter 1:22; Eph. 4:29; Heb. 13:17)

#### **2. I will share in the responsibility of my church**

- by praying for its growth
- by inviting the unchurched to attend
- by warmly welcoming those who visit.
- By participating in a Life Group  
(1Thess.1:1-2; Luke 14:23; Rom. 15:7)

**3. I will serve in the ministry of my church**

- by discovering my gifts and talents
- by actively involving myself in ministry
- by being equipped to serve by my pastors
- by developing a servant’s heart
- by ministering in cooperation with others in the Body of Christ
- by supporting, through prayer and affirmation, others’ gifts and ministries. (1 Peter 4:10; Eph. 4:11-12; Phil 2:3-4, 7)

**4. I will support the testimony of my church**

- by attending faithfully
- by living a godly life (some examples include the avoidance of destructive communication, stealing, lying, drunkenness, and viewing pornography) and treating all persons with respect and dignity
- by having and maintaining a vibrant and healthy spiritual life that demonstrates an ongoing commitment to a personal relationship with God
- by reserving sexual expressions of intimacy exclusively for the context of a covenantal marriage between a man and a woman
- by giving regularly
- by abstaining from any act or attitude that is counter-productive to the purposes of the church or its ministries.

(Heb. 10:25; Phil. 1:27; 1 Cor. 16:2; Lev. 27:30)

I understand that the Church is responsible for the welfare of any person(s) entrusted to my care, and thus I will co-operate fully with the staff in the fulfilment of my duties and will keep all information I encounter in my role as a Ministry Leader, confidential. If, at any time, I find that for any reason I am unable to support the policies, procedures, or doctrines of the Church, I will immediately enter into dialog with one of the Pastors or Elders to determine if I need to gracefully and quietly resign my position.

If I fail to live a life consistent with God’s word so that my witness, the reputation of the Name of Christ and / or the integrity of the Church is compromised, I will withdraw from my position of ministry and submit to a process of restoration.

**Name:** (Please Print): \_\_\_\_\_ **Date** (dd/mm/yyyy): \_\_\_\_\_

**Signature:** \_\_\_\_\_

## 25. Appendix 15: Child/Youth GUEST Registration Form

Welcome to Glencairn Mennonite Brethren Church! We invite your child/youth to participate in our programs today. We ask you to complete this form so we can contact you in case of an emergency.

### PARENT/GUARDIAN'S INFORMATION (please print)

Name: \_\_\_\_\_

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

City/Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ \*

*\* Will be used only to text a message in case your child needs you during the service.*

### CHILD/YOUTH'S INFORMATION (please print)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Birthdate (dd/mm/yyyy): \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Birthdate (dd/mm/yyyy): \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Birthdate (dd/mm/yyyy): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_\_

**Privacy:** It is understood that the information provided through this registration will be used for church program purposes only, and not to be distributed to any outside party.