



# PLAN TO PROTECT

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AN ABUSE PREVENTION POLICY

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# Glencairn Church Plan to Protect Policy

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## Preface

This entire policy pertains to the protection of children and vulnerable adults. Where the term “vulnerable person” is used, it will always include those under eighteen years of age, and vulnerable adults, unless otherwise specified.

## Definitions

**Abuse** – Refer to section 3.

**Allegation** – A report of suspected abuse.

**Alleged Perpetrator** – A person accused of committing an act of child abuse.

**Approved Church Worker (ACW)** – Church workers in both paid and unpaid positions who have completed the Church Worker Application Form, completed an interview, submitted appropriate police record checks, and, based upon review of the completed forms and interview, is permitted to serve in a ministry involving vulnerable people (refer to section 4).

**Child** – Occasionally will be used more generally to include children and youth under eighteen years of age, “minors”.

**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.

**Church Worker** – For the purposes of this document, a church worker is anyone in a position (volunteer or paid) that involves working directly with vulnerable people. This includes Approved Church Workers, Youth Church Workers, and those who are not approved working alongside ACWs.

**Church Worker File** – A file kept on each worker, and prospective worker which includes their application form, interview form, reference check forms, Police Record Check, and annual commitment forms.

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

**Elder** – Member of the church’s Board of Elders.

**Employee** – A hired individual for a specific ministry area at Glencairn Church (i.e. pastor, administrator etc.).

**Hall Monitor** – An Approved Church Worker whose responsibility is to monitor hallways and rooms during children’s programs.

**Helper** – Church workers who assist in Sunday morning children’s ministries but do not teach the lesson

**Inappropriate Behaviour** – Refer to section 5.1 for behavior deemed according to our protection policies. While inappropriate behavior can lead to abusive behavior, the term “inappropriate behavior” is used to in this document to describe concerning but not abusive behavior that should be reported and addressed by persons in leadership.

**Liability** – Legal responsibility, often resulting in monetary damages.

**Ministry Leader** – Ministry leaders are volunteer church workers who are in position of leadership overseeing a specific ministry area.

**Molestation** – Improper sexual advances or activity with a Vulnerable Person

**Pastor** - Lead or other paid pastoral staff.

**Perpetrator** – A person who commits an act of 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 Church.

**Policy** – A rule which describes or structures the proper working behaviour of a church employee or volunteer.

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

**Teacher** – Church workers who prepare and teach scriptural lessons in Sunday morning children’s ministries.

**Victim** – A 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.

**Youth Church Worker (YCW)** – Those under 18 years of age who serve in ministries involving children or other vulnerable people. Refer to section 4.6.

## 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 vulnerable people, 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)*

The church seeks to provide quality care and instruction in ministry to the individuals and families who participate in our ministries. 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 are 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.

### 3. Understanding Child/Vulnerable Person Abuse

Sexual abuse robs affected persons of their childhood and innocence, and can potentially scar its victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children and vulnerable people were viewed as being resilient. Recent research has shown that people 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.

**3.1 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 person. 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 another's 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 person 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 (ACW) is one who fulfills the following criteria:

- 4.1.1 has been a regular attender of the church for at least six months
- 4.1.2 is approved by at least two individuals appointed by the Plan to Protect Team, interviewed, and has had references checked as required
- 4.1.3 fills out application form
- 4.1.4 completes annual refresher courses and signs annual commitment form
- 4.1.5 attends an initial in-person Plan to Protect training session
- 4.1.6 is 18 years of age or older
- 4.1.7 submits the appropriate police checks

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 Persons.

### 4.5 Who is to be Approved?

- 4.5.1 All those who work directly with vulnerable people
- 4.5.2 All pastors, elders, and the office administrator
- 4.5.3 Life Group leaders
- 4.5.4 Hall monitors
- 4.5.5 Bridges Team leaders

### 4.6 Youth Church Workers (YCW)

- 4.6.1 Youth under the age of 18 who are regularly scheduled to volunteer with vulnerable people must fulfill items 4.1.1-4.1.5. For item 4.1.3, youth are to complete the Application for Youth Worker (appendix 7).
- 4.6.2 Youth Church Workers are not considered Approved Church Workers, but still must be approved by the Plan to Protect team.
- 4.6.3 When a YCW turns 18, they must fill out an Application for Church Worker (appendix 6). form and attend a training session if it has been 2+ years since they attended one.

### 4.7 Criminal Record Re-Checks

- 4.7.1 All Approved Church Workers need to have criminal record (vulnerable sector) re-checks every 5 years



## 5. Protection Procedures

### 5.1 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 should be age and developmentally appropriate. The following are guidelines:

#### 5.1.1 Appropriate Behaviour

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

- Bending down to someone's eye level and speaking kindly; listening to them carefully
- Assuming ability; asking if someone needs help before taking charge
- Taking a child's hand and leading him or her to an activity
- Putting an arm around the shoulder of someone who needs comforting
- Patting someone on the hand, shoulder or back to affirm them or gain their attention
- Holding a preschool child who is crying

#### 5.1.2 Inappropriate Behaviour

*Avoid:*

- Kissing a vulnerable person
- 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 vulnerable person's bottom, private area, chest, or inner thigh

### 5.2 Response to Inappropriate Behaviour

**5.2.1** Inappropriate behaviour is to be reported to the overseeing pastor. The complainant and/or overseeing pastor will approach the person responsible for the 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.

**5.2.2** If a formal report is necessary, the complainant files a report with an overseeing pastor 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).

### **5.3 Security and Supervision Requirements**

- 5.3.1** All church-sponsored programs that involve vulnerable people will be supervised by a minimum of two people. There must be at least one ACW and the second volunteer must be in Sr. Youth (aged 14) or older.
- 5.3.2** All teachers in children's classes must be approved before being scheduled. All helpers must be in the process of being approved.
- 5.3.3** Attendance records must be kept of all children and adult supervisors of all church sponsored activities, both on and off premises.
- 5.3.4** Adult visitors are permitted in the classroom on a Sunday morning at the discretion of an appropriate ACW. All guest speakers must be approved by the appropriate Ministry Leader.
- 5.3.5** Children in aged 13 or younger are permitted to volunteer with vulnerable people. However, they must fulfill the criteria of a Youth Church Worker (4.6), and will not be considered a second person in the room.
- 5.3.6** YCWs aged 16 or 17 can serve as teachers in a children's program as long as there is an ACW present in the room.
- 5.3.7** Children in SK (aged 5) or younger must be brought to and picked up from children's programming by the parent or their designate (including siblings in aged 11 or older), according to the church's sign in/sign out procedures.
- 5.3.8** 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.
- 5.3.9** All classroom doors should contain windows. If a room without a door window must be used, the door must be left open.
- 5.3.10** As much as possible it is advisable to avoid being alone in a room with a vulnerable person. If a temporary situation arises, the door must be kept open.

#### **5.4 Children Washroom Guidelines**

- 5.4.1** Parents are to be encouraged to take their children to visit the washroom prior to bringing them to a program.
- 5.4.2** During children's programs, children in preschool to SK should be escorted to the bathroom and back to class by an ACW. Children in grades 1 and older will be encouraged to go in pairs to the bathroom.
- 5.4.3** Children's programs need to have adequate volunteers available so that there is an ACW to escort children to the bathroom if necessary. Hall monitors are also available to help bring children to the washroom.

#### **5.5 Nursery Bathroom Needs**

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

#### **5.6 Counselling Children or Youth**

- 5.6.1** Where an ACW has a legitimate reason to be alone with a child under the age of 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.

## **6. Off Premise Activities**

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

### **6.2 Field Trips and Special Events**

**6.2.1** Activities conducted away from the church property should be pre-approved by the overseeing pastor or elder(s).

**6.2.2** Parental/guardian consent will be obtained prior to outings. The Specific Activity Waiver (appendix 5) will be brought by the leader to the event, and then kept on file subsequent to event.

**6.2.3** 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.

### **6.3 Overnight Events**

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

**6.3.2** 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. Leaders are to represent the gender of participants (i.e. if both male and female participants, then both male and female leaders need to be represented).

### **6.4 Transportation**

**6.4.1** 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.

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

## 7. Abuse 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.

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.

### 7.2 Allegation of Child Abuse Involving a Church Worker

**7.2.1** If you suspect abuse, you must inform the Lead Pastor and/or an elder, 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 elder will then respond to the allegations in the following manner:**

- 7.2.1.1** 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.
- 7.2.1.2** Consult a lawyer for advice
- 7.2.1.3** 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.

- 7.2.1.4** The alleged perpetrator will **not** be made aware of the allegations or informed that FACS/police have been contacted. The alleged perpetrator will be immediately suspended from children's or youth ministry duties, without presuming guilt, pending outcome of police investigation. Ministry Leaders of any ministry in which that person is involved will be notified when a person's approval is under suspension and their file labelled accordingly.
- 7.2.1.5** Assure confidentiality for the benefit of both alleged victim and the alleged perpetrator.
- 7.2.1.6** Avoid public statements to individuals, the media or from the pulpit, without obtaining legal counsel.
- 7.2.1.7** Contact the Sexual Misconduct and Abuse Response Resource Team from Mennonite Central Committee (<http://mcco.ca/restorative/smarrt>).
- 7.2.1.8** 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.
- 7.2.1.9** 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).

### **7.3 Allegation of Child Abuse Involving Someone Outside the Church**

- 7.3.1** 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.
- 7.3.2** Be sure that all of the information, the allegations and your reporting, are well documented and filed. These records are kept confidential.
- 7.3.3** 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 restricted. Information is to be accessed only for its designated purpose.

## **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. The church considers confidentiality of information a serious issue.
- 9.2** Information about the infraction of church policies must only be shared with the appropriate Ministry Leaders, pastors, and elders. At no time should these matters be discussed with other congregational members.
- 9.3** 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, and other forms of electronic communication have become common today, especially among youth. 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** Church workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with vulnerable people involved in ministry activities.
- 10.2.2** Personal emails or texts between an adult leader and a youth under 18 should be avoided without parental consent.
- 10.2.3** Church workers at children and youth programs need to focus on the needs of their group, and not be distracted from activities on their phone or electronic device.
- 10.2.4** Church 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 section 7).
- 10.2.5** Church workers who want to connect through the internet with vulnerable people to whom they minister should follow these protocol:
  - 10.2.5.1** Include other church workers in all forms of communication (i.e. group chats)
  - 10.2.5.2** Do not use electronic communication to "chat" with children or youth.
  - 10.2.5.3** Avoid methods of communication that are not traceable (i.e. snapchat).

## Appendix 1: Suspected Inappropriate Behaviour Report Form

Date of reporting: \_\_\_\_\_

Person suspected of inappropriate behaviour: \_\_\_\_\_

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

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**Action taken to this point:**

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**Complaint by:**

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

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

**Receiving Ministry Leader:**

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

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

**Pastor/elder:**

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

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



## Appendix 2: Suspected Inappropriate Behaviour Report Follow-Up

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

Interviewee: \_\_\_\_\_

### Description of discussion:

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### Plan of action:

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*This in an accurate description of the interview. I agree to comply with the above plan of action taken by the church.*

### Interviewers

Name/Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Name/Position: \_\_\_\_\_ Signature: \_\_\_\_\_

### Pastor/Elder

Name/Position: \_\_\_\_\_ Signature: \_\_\_\_\_

|  |
|--|
| <b>Interviewee Signature:</b> _____ <b>Date:</b> _____ |
|--|

## Appendix 3: Suspected Child Abuse Involving Church Worker Form (Page 1/2)

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

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

Name of alleged perpetrator: \_\_\_\_\_

Person(s) reporting: \_\_\_\_\_

### Context of observations

*location/date/program*

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### Behaviour/indications leading to suspicion

*Attach any additional documentation if needed*

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### Legal Action

F&CS called  on \_\_\_\_\_ by \_\_\_\_\_

Police called  on \_\_\_\_\_ by \_\_\_\_\_

*Police Case File #:* \_\_\_\_\_

*Police Officers Name/Badge #:* \_\_\_\_\_

SMARRT team contacted  on \_\_\_\_\_ by \_\_\_\_\_

Insurance contacted  on \_\_\_\_\_ by \_\_\_\_\_

Lawyer contacted  on \_\_\_\_\_ by \_\_\_\_\_



## Appendix 4: Suspected Child Abuse Report Not Involving Church Worker Form (Page 1/2)

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

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

Name of alleged perpetrator: \_\_\_\_\_

Person(s) reporting: \_\_\_\_\_

### Context of observations

*location/date/program*

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### Behaviour/indications leading to suspicion

*Attach any additional documentation if needed*

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### Legal Action

F&CS called  on \_\_\_\_\_ by \_\_\_\_\_

Police called  on \_\_\_\_\_ by \_\_\_\_\_

*Police Case File #:* \_\_\_\_\_

*Police Officers Name/Badge #:* \_\_\_\_\_

## Suspected Child Abuse Report Not Involving Church Worker Form (Page 2/2)

### Internal Action

Pastoral support offered to victim and family  on \_\_\_\_\_ by \_\_\_\_\_

### Approval

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Elder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 5: Specific Activity Waiver

This form must be fully completed and signed for the participant to be able to be involved in the named activity. Glencairn 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: \_\_\_\_\_

### 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 want 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 #: \_\_\_\_\_

Until I advise otherwise in writing, I \_\_\_\_\_ hereby give permission:

- for my son/daughter named above to attend this Glencairn Mennonite Brethren Church programs, including transportation by church approved drivers and vehicles to offsite activities
- for program leaders to seek medical attention for my child if I cannot be reached and immediate attention is deemed by the program leaders to be required

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

|  |
|--|
| Parent/Guardian Signature: _____ Date: _____ |
|--|

## Appendix 6: Application for Church Worker (Page 1/5)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect vulnerable people and our volunteers. Thank you in advance for providing us with this information. All information received will remain confidential.

### Personal Information

Full Name: \_\_\_\_\_  male  female

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

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

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

Marital Status: \_\_\_\_\_

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

Spouse's Name (if applicable): \_\_\_\_\_

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

### Spiritual History

*Please tell us a bit about your spiritual journey:*

How long have you attended Glencairn Church? \_\_\_\_\_ 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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# Application for Church Worker

(Page 2/5)

## Ministry Profile

*Help us learn more about your experiences, interests, and training related to this area of ministry.*

**1. Name of Church/Organization/Ministry:** \_\_\_\_\_

Dates/years of service: \_\_\_\_\_

Description of ministry:

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**2. Name of Church/Organization/Ministry:** \_\_\_\_\_

Dates/years of service: \_\_\_\_\_

Description of ministry:

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**3. Name of Church/Organization/Ministry:** \_\_\_\_\_

Dates/years of service: \_\_\_\_\_

Description of ministry:

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## Application for Church Worker (Page 3/5)

What area(s) of ministry at Glencairn would like to be involved in?:

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What interests you about serving in this capacity:

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Have you ever completed any training that would be relevant to this position (first aid, non-violent crisis intervention etc.)? Please provide the type of training and date of training below:

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### Reflection on Life Experiences

*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, although 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 initial 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
- Are in treatment for any form of mental illness

## Application for Church Worker

(Page 4/5)

There is a professionally established connection between people who were abused in childhood and those who abuse vulnerable people. There can also exist, other negative childhood experiences which result in behaviours and emotions that adversely affect relationships with those who are more vulnerable.

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 vulnerable people. If you believe there are issues to resolve, we then encourage you to speak to a pastor who will counsel you in this area.

**If you have read the preceding information, please initial here \_\_\_\_\_**

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

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### 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:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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

**2. Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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

### Ministry Covenant

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 as they lead others in their spiritual journey. While recognizing that grace abounds in our experience with Christ, it is also recognized that biblical principles and standards are what qualify and empower an individual to lead. Having received Christ as my Lord and Saviour, and in recognition of God's covenants toward us:

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

- by acting in love toward other members & refusing to gossip
- by following the leaders
- by being supportive of the church's vision and values
- by supporting the Mennonite Brethren Confession of Faith

(Rom. 14:19; 1 Peter 1:22; Eph. 4:29; Heb. 13:17)

## Application for Church Worker

(Page 5/5)

### 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  
(1 Thess.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  
(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 having and maintaining a 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 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 applicable leaders in the fulfilment of my duties and will keep all information I encounter in my role as a church worker confidential. If, at any time, I find that for I am unable to support the policies, procedures, or doctrines of the Church, I will talk with one of the pastors or elders.

### Applicant's Statement

- I hereby acknowledge that the information contained in this application 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 ministry, and I release all such references from liability for any damage that may result from their sharing.
- I agree to submit a Police Check and provide the original copy to the church.
- I further agree to adhere to the Plan to Protect Policy as adopted by Glencairn Church.
- I agree to submit to the ministry covenant as stated above.

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

## Appendix 7: Application for Youth Church Worker (Page 1/2)

This form is to be completed by youth aged 18 or younger who want to serve in a position at Glencairn Church that involves working with children or other vulnerable people.

### Personal Information

*Please complete the following information:*

Full Name: \_\_\_\_\_  male  female

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

Parent's Name(s): \_\_\_\_\_

### Spiritual History

*Please tell us a bit about your spiritual journey:*

How long have you attended Glencairn Church? \_\_\_\_\_

Do you regularly attend Glencairn?  yes  no  I attend another church:

\_\_\_\_\_

Have you accepted Christ as your saviour?  yes  no  I don't know

In a brief paragraph, how would you describe your faith to someone else?

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## Application for Youth Church Worker (Page 2/2)

### Ministry Questions

What area(s) of ministry at Glencairn would like to be involved in?:

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Why do you want to serve in this ministry role?

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What experience, strengths, and gifts would you bring to this ministry role?

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Have you ever completed any training that would be relevant to this position (babysitting course, first aid etc.)? Please provide the type of training and date of training below:

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

## 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(s) applied for: \_\_\_\_\_

### The following points have been noted and discussed to the satisfaction of the interviewers:

- the applicant's testimony and spiritual journey
- experience in ministry with other churches and Christian ministries
- discussion of applicant's interest in ministry area
- acceptance of the Mennonite Brethren Confession of Faith
- understanding and acceptance of Glencairn's leadership
- understanding of and agreement with Glencairn's Plan to Protect policy
- understanding of the requirements of the position applied for (time commitments, physical demands, expectations etc.)

### Statement of Acceptance

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

If the applicant was not accepted, please explain:

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

Applicant notified (date): \_\_\_\_\_

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

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

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

## Appendix 9: Reference Check Question Form

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

Name of Reference: \_\_\_\_\_

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

Phone response    Email response

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

Level of spiritual maturity: \_\_\_\_\_

Character: \_\_\_\_\_

Interpersonal skills: \_\_\_\_\_

Teachability: \_\_\_\_\_

Conflict management: \_\_\_\_\_

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?

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

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

*\*The interviewer is the member of the Plan to Protect team who contacted the individual with the above questions*

## Appendix 10: Annual Church Worker Commitment Form

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

Please indicate if you have taken a first aid course or other relevant training in the past year:

**First Aid** - Type: \_\_\_\_\_ Date Taken: \_\_\_\_\_

**Other** - Description: \_\_\_\_\_ Date Taken: \_\_\_\_\_

### 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.*

Have you read the Glencairn Mennonite Brethren Church Plan to Protect Policy and agree to comply with the policies and procedures therein?

**Yes**

**No**

Have you re-read the ministry covenant (appendix 6) and do you still agree with the content?

**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**

|  |
|--|
| <b>Signature:</b> _____ <b>Date:</b> _____ |
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*Please return this form to the main office. Thank you for your cooperation.*



## Appendix 11: Child/Youth Registration

### Family Information

If your child(ren)/youth will be participating in programs at Glencairn Church, please complete this form as well as child/youth forms for each dependent, which will be kept on file. Please note that the information provided through this registration will be used for church program purposes only.

#### Parents/Guardians

*Please provide the following information for the child(ren)'s legal parent or guardian. Note, if someone other than the child(ren)'s parent will regularly bring the child to church, please provide their name in the next section.*

Full Name(s): \_\_\_\_\_

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

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

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

- I would like to subscribe to receive quarterly emails about Glencairn's BLAST ministry
- I would like to subscribe to receive weekly emails about the Sr. Youth ministry

#### Drop-Off Contact

*If a friend or relative will regularly bring your child(ren) to church programs, please provide their information.*

Name(s): \_\_\_\_\_

Relationship to Family: \_\_\_\_\_

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

#### Emergency Contact

*Please provide another contact in case we are not able to get a hold of you in the case of an emergency.*

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

|  |
|--|
| <b>Parent/Guardian's Signature:</b> _____ <b>Date:</b> _____ |
|--|

## Child/Youth Registration

### Child Information (Nursery–Grade 5)

Please complete one of these forms **per child** who will be participating in programs at Glencairn Church. Please note that the information provided will be used for church program purposes only.

#### General Information

Parent/Guardian Name(s): \_\_\_\_\_

Child's Name: \_\_\_\_\_  male  female

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

#### Health/Security Information

Please provide any information pertaining to allergies, health concerns, medication, and/or custody arrangements:

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

**Picture Consent:** I consent to the use of pictures/videos taken of my children for use inside the church building:  **yes**  **no**

**Website Consent:** I agree to allow pictures of my child to appear online (social media or church website):  **yes**  **no**

#### For Grade 1+

*Children up to SK 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 or older.*

**Child Release Consent:** I allow for my child in Grade 1+ to be dismissed without pickup after the service:  N/A  **yes**  **no, I would like them to get picked up**

#### For Infants

*Parents will be contacted to change diapers, unless permission is given to do so by an Approved Church Worker.*

**Diaper Changing Consent:** I give consent to allow program leaders change my child's diaper if needed:  N/A  **yes**  **no**

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

## Child/Youth Registration

### Youth Information (Grades 9–12)

Please complete one of these forms **per youth** who will be participating in programs at Glencairn Church. Please note that the information provided will be used for church program purposes only.

#### General Information

Parent/Guardian Name(s): \_\_\_\_\_

Child's Name: \_\_\_\_\_  male  female

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

#### Health/Security Information

Please provide any information pertaining to allergies, health concerns, medication, and/or custody arrangements:

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

**Picture Consent:** I consent to the use of pictures/videos taken of my children for use inside the church building:  **yes**  **no**

**Website Consent:** I agree to allow pictures of my child to appear online (social media or church website):  **yes**  **no**

**Contact Consent:** I give permission for church leaders to contact my youth as follows:

- Email (provide address): \_\_\_\_\_
- Text (provide cell number): \_\_\_\_\_
- Social Media
- One-on-one meeting in a public space with an Approved Church Worker

**Participation Consent:** Until I advise otherwise in writing, I \_\_\_\_\_ hereby give permission:

- for my son/daughter named above to attend Glencairn Church programs on week nights without my supervision.
- for program leaders to seek medical attention for my youth if I cannot be reached and immediate attention is deemed by the program leaders to be required.

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

## 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.

**August 2019**

- Generalized all sections relating to children to refer to vulnerable people in general, wherever possible.
- **Definitions** – *Removed those not in the document and added definitions for terms used in document but not defined. For greater consistency, removed the word "staff" from entire document and replaced with "employee".*
- **Section 4** – *Added training session as mandatory criteria for Church Workers. Added section on Youth Church Workers (4.6) with new protocol.*
- **Section 5** – *Removed "child" from heading. Moved behavior guidelines to the top of section. Changed policy in section 5.3.1 from "two adults" to one ACW and one other person 14y+. Changed policy in section 5.3.5 from children 12 and under, to YCWs 13 or younger. Clarified section 5.3.6 from those "working independently" to those serving as teachers in a classroom.*
- **Section 5** – *Added "abuse" to heading to distinguish from inappropriate behavior reporting.*

- **Section 10** – *Re-phrased social media use guidelines to principles that make sense for any form of online communication/social media channel.*
- **Appendix 5** – *Removed “General Activity Waiver” as it was not necessary. Will only use the Specific Activity waiver for occasional activities. General waiver questions now integrated into youth application form.*
- **Appendix 6** – *Integrated ministry covenant into application form.*
- **Appendix 7** – *Added a new application form for Youth Church Workers.*
- **Appendix 9** – *Made changes to reference check questions so they only ask questions relevant for Plan to Protect purposes.*
- **Appendix 10** – *Added section requiring yearly reading of the ministry covenant.*
- **Appendix 11** – *Completely revised children/youth registration form to something more clear that will integrate well with the existing church database system.*