

*Calvary Baptist Church*

**AWANA Club  
Volunteer Packet**

Revised 08/3/2016



# **Introduction**

While safety for all people at Calvary Baptist Church is partly a matter of liability our primary concern is for each person and their well-being. As we strive to further the gospel of Jesus Christ, “to know Him and to make Him known”, we desire to make Calvary Baptist Church as physically and emotionally safe as possible for all ages. We believe the Bible clearly condemns physical and sexual abuse and warns that such misconduct will bring disastrous results upon the person, upon the victims, and upon the church as a whole (II Peter 2). Therefore, should physical or sexual abuse happen at Calvary Baptist Church or should such abuse be suspected, we wish to act quickly, but with compassion and care, for all persons involved. This document was developed to assist us in upholding the highest biblical standards of personal holiness and sexual purity and to protect Calvary Baptist Church and those in positions of leadership against wrongful allegations of sexual misconduct by establishing screening procedures, conduct guidelines, and reporting procedures. It is our hope that by formalizing our intentions, we will encourage the environment of safety that we wish to provide to all who worship with us.

## **Sexual Misconduct**

Sexual misconduct is the subjection of any child, youth or vulnerable adult, by anyone responsible for their care, to any sexual act which is in violation of the criminal conduct code of South Dakota. Generally, sexual misconduct includes any contact or interaction between a child and an adult in which the child is being used for sexual stimulation of the adult or another person. Sexual advances, requests for sexual favors, sexually motivated physical contact, sexual interaction between staff or volunteers and those with whom they minister, or other physical contact or communication of sexual nature is considered sexual misconduct.

## **Church Guidelines**

1. First and foremost, church staff and volunteers must understand and accept that they are called by God to a high standard of conduct when they accept a position of ministering to others through teaching, counseling, recreation or other church activities or functions. This means you are required to always act in the best interest of the ones with whom you are working and as such, you must always appropriately maintain your proper respect and authority status and act accordingly. This does not mean that you cannot act “friendly,” but it does mean that you at all time act with the respect and dignity which is befitting to your position of ministry.
2. In the interest of protecting the church, staff, volunteers, children, and others who worship with us, it must be remembered that touching and hugging may be perceived in many different ways and is viewed suspiciously by those who may investigate allegations of misconduct. The Bible gives many instances of Jesus touching children and others. However, we are confident in the purity of these actions. In today’s world we cannot always have that same confidence with regards to church leaders, teachers, or attendees. Therefore, we must ensure that any touching, hugs, pats, etc, are appropriate.
3. To protect all parties, one should endeavor to not be alone with a child or others to whom they are ministering.
4. Children are not to be kissed by church workers.
5. Children will not stay overnight at a church worker’s home unless prior approval has been granted by the children’s parent/guardian and provided other children and adults are involved.
6. If suitable chaperones are unavailable, the Senior Pastor, Youth Pastor, Staff, or volunteers may refuse to transport individuals to or from church functions.
7. If suitable chaperones are unavailable, the Senior Pastor, Youth Pastor, or Staff may refuse to counsel individuals.
8. When a non-nursery, older aged child needs assistance in the bathroom or with clothing one should endeavor to instruct him or her on how to clean or clothe himself or herself without providing direct assistance.
9. Keep parents informed about, and involved in, the children’s activities.
10. The pastor or designated church team leader must approve all church outings and transportation.
11. Staff members and volunteers who do not follow these guidelines may be dismissed, by the appropriate authority.
12. Church ministries will be discontinued when there is an insufficient number of workers available.
13. Church workers and volunteers will be screened.

## **Screening Church Workers**

Staff and volunteers who work with children, youth, or vulnerable adults will be requested to complete a screening form. This form includes questions intended to reveal any history of sexual misconduct. Any person with a criminal record of abusing children will not be permitted to work in a children’s ministry or to be alone with any child in the church. See appendix A for this screening form.

## Reporting Procedures

All allegations of child abuse or sexual misconduct will be taken seriously and the following reporting procedures will be followed. All incidents of sexual abuse, alleged or actual, no matter how trivial they may appear will be reported. All paid staff and volunteer staff are under obligation to report incidents and allegations of child abuse. All suspected abuse, including second-hand reports, will be reported at once through the proper channels. For reason of liability, the entire flow of reporting responsibilities will be followed and confidentiality will be maintained. If confidentiality is broken church discipline may be taken.

1. When any volunteer or paid staff members suspect or hear of sexual abuse, they shall report in immediately to the senior pastor or church designee invested with the authority to confidentially carry out the terms of these guidelines. The senior pastor or designee will keep records of alleged incident and the process of reporting it.
2. The senior pastor or designee will report to the chairman of the deacons or accountability council.
3. When the senior pastor or designee and deacon have come to the conclusion that abuse has indeed occurred, a report of such suspicions will be made to law enforcement or child protection service.
4. Contact the church attorney.
5. When an individual has been suspected and a report has been made, the individual will be removed from any volunteer or paid position with the church until the investigation has been completed.
6. Contact the parents or legal guardian of the child and express the church's concern and offer the services of the church to them, including counseling services for the victim.
7. Contact the church insurance company.
8. Record the process of reporting that was used and place in a confidential file. Include dates, times, and people spoken with.
9. Maintain the confidentiality of the investigation and the one bringing the allegation.
10. If this is fabrication of an allegation, with the intent to discredit the senior pastor, paid staff member or volunteer the person/s who fabricated the alleged act will be brought before the church body for discipline.

## Formal Investigation by State Officials

1. **Get legal help.** When the police or Social Services arrive on church property to perform an investigation, immediately contact the church's lawyer and follow his advice.
2. **Be polite.** The police are there to do their job. They are not fighting you or the Lord's work.
3. **Say nothing to anyone.** Any statements you make and any document you sign can and will be used against you or the church. Say nothing until you get legal council.
4. **Say nothing to the media.** Statements made to the media could destroy your church and greatly harm your testimony. Make no comments without legal council and guidelines.

## PERMISSION TO SCREEN FOR REPORT OF ABUSE OR NEGLECT

In connection with my application as a/an \_\_\_\_\_ I understand that my name must be screened for substantiated reports of abuse or neglect in South Dakota and any other states in which I have resided since birth. My signature authorizes the SD Department of Social Services, and any other state, to search any information systems and any central registry for child abuse and neglect that they may have and review records identified in the search which may provide information relating to reports and investigations of abuse or neglect. My signature authorized the release of any information found in these searches, including but no limited to substantiated incidents not on the central registry of child abuse and neglect, to the SD Department of Social services.

Full Legal Name: \_\_\_\_\_

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

The Department of Social Services, it's staff and agents are released from any and all liability based upon information transmitted through this authorization, as long as such information is given in good faith.

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

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

\_\_\_\_\_

Other Names Used: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

List All Prior Addresses for the last 4 years

Street address	City	County	State	Dates
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

## AWANA

The Leadership Team has determined that to work in the AWANA program one must have a personal relationship with Jesus Christ. All lead workers must be members of Calvary Baptist Church. Helpers must be approved and follow the policies and doctrinal beliefs of Calvary Baptist Church and must have the screening form filled out.

1. As of today, I know that I have a personal relationship with Jesus Christ.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. To the best of your knowledge, at what specific time in your life did you place your faith in what Christ did on the cross? (Be Specific)

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3. Briefly describe the events surrounding your decision to follow Christ.

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4. Please answer the following questions True or False.

\_\_\_\_\_ All Scripture is inspired by God and is therefore infallible and inerrant.

\_\_\_\_\_ The Bible IS the Word of God.

\_\_\_\_\_ Once Saved, we cannot be lost; we are eternally secure in Christ.

\_\_\_\_\_ The Lord Jesus was born of a virgin.

\_\_\_\_\_ Christ rose bodily from the dead and ascended unto God the Father.

Signed by: \_\_\_\_\_

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

# Awana Volunteer Information

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

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

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

Phone Number: \_\_\_\_\_

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

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

Church Membership: \_\_\_\_\_

**Including this year**, how many years have you helped with Awana (other churches count): \_\_\_\_\_

What area(s) are you interested in helping:

**Puggles:**

- Helper
- Leader
- Director

**Cubbies:**

- Helper
- Leader
- Director

**Sparks:**

- Helper
- Leader
- Director

**TNT:**

- Helper
- Leader
- Director

**General:**

- Game Director
- Game Leader
- Council Time Director
- Store Director
- Commander
- Secretary

**Do you want an Awana Shirt? Yes or No**

Club: <small>(circle one)</small>	Puggles	Cubbies	Sparks	TNT	General
Style: <small>(circle one)</small>	Polo	Polo	Polo	Polo (UA or UC)	Polo (yellow or gray)
	or T-Shirt	or T-Shirt	or T-Shirt	or T-Shirt (UA or UC)	or T-Shirt (red, blue, green, yellow or gray)
Size: _____	Ladies Cut Size: _____				

<b>Pricing:</b>	<b>Polo Shirts:</b> (Small - XLarge) \$23.00  (XXLarge - XXXLarge) \$28.00	<b>Specific Club T-Shirts:</b> (Small - XLarge) \$17.00  (XXLarge - XXXLarge) \$19.00	<b>General Club T-Shirts:</b> (Small - XLarge) \$14.00  (XXLarge - XXXLarge) \$16.00
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\* Please make checks payable to: *Calvary Baptist Church* with *AWANA* in memo line.