



CROSSWAY church

SAFE CHURCH POLICY

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I. PURPOSE AND SCOPE OF POLICY

The purpose of this policy is to clarify standards of conduct whereby church officials, employees and volunteers can ensure the physical, emotional and spiritual wellbeing of children and young people in their care, and to outline procedures that will be followed should allegations of abuse or sexual misconduct be brought against any church employees or volunteers.

Should accusations of misconduct be made, this policy is intended to avoid an atmosphere of panic or crisis and, instead, to “safeguard the flock,” to offer guidance, and to outline appropriate steps to be taken.

The provisions of this policy apply to conduct occurring during the operations and ministries of CrossWay Church. CrossWay Church opposes abusive conduct in other circumstances, the church does not intend to apply this policy to incidents that arise outside of church ministries.

II. STANDARD

A. BIBLICAL JUSTIFICATION

The church of Jesus Christ has been charged with a public and sacred trust. She is bound by the word of Christ to promote the peace and maintain the purity of Christ's body (Matthew 5: 27-30). Pastors and other church leaders are responsible to guard, guide, feed, defend, care for and comfort their congregation members. Paul calls the leaders at the church of Ephesus: "Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood" (Acts 20: 28).

There is emotional depth in the relationship between a pastor and church leaders and the other members of the congregation. They confide in their leaders. God's people trust that they can feel safe in the in their church and with their leaders. The Word of God challenges leaders to always safeguard the oppressed, the vulnerable, and the powerless. Isaiah announces: "Seek justice, encourage the oppressed. Defend the cause of the fatherless, plead the case of the widow" (1:17).

Pastors and other church leaders can wield incredible psycho-spiritual power in the lives of their congregation. When they misuse this power, they betray the trust. Sexual misconduct is an especially painful perversion of power and deeply wounds the victim. Sexual misconduct by a pastor or another church leader is an abuse of power. It exploits church members and takes advantage of their vulnerabilities. The spiritual damage to a flock is enormous. The victim will be scarred emotionally and psychologically for life. A victim's relationship to God can be put at risk. The pastor's reputation, career and family ties can come unraveled. A consistory can be held in suspicion and a congregation left in the dark. As a local church we are called to take positive steps to make the congregation safe for all persons, especially children. After all Jesus himself said, Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. 15 I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it." 16 And he took the children in his arms, put his hands on them and blessed them. (Mark 10:14-16)

B. ILLEGAL CHILD ABUSE AND SEXUAL MISCONDUCT

To achieve the goal of preventing illegal abuse or the potential of false allegations of abuse, staff members, program leaders, and anyone supervising children at CrossWay Church—whether paid or volunteer—should not engage in any of the following conduct with program participants:

Physical Abuse—

- Throwing, kicking, burning, or cutting a child.
- Striking a child.
- Interfering with a child's breathing.
- Threatening a child with a deadly weapon.
- Doing any act that is likely to cause bodily harm or is injurious to the child's health, welfare, and safety.

Sexual Abuse—

Sexual abuse means committing or allowing to be committed any sexual offense against a child. Note that *sexual behavior between an adult and a child is always considered forced whether or not consented to by the child.*

- Intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of the person touching the child, the child, or a third party.

Sexual Exploitation—

Sexual exploitation includes, but is not limited to, such actions as allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in:

- Prostitution
- Sexually explicit, obscene or pornographic activity to be photographed, filmed, or electronically reproduced or transmitted; or
- Sexually explicit, obscene or pornographic activity as part of a live performance, or for the benefit or sexual gratification of another person.

III. WORKER SELECTION AND SUPERVISION

A. QUALIFICATIONS

1. All paid staff will have, on file at the church office, a signed release form authorizing a criminal background check and evidence of a successful criminal background check.
2. Volunteer workers, regardless of age, who work with children, youth, or mentally challenged adults on a regular basis, will have on file at the church, the Application Form for Children's or Youth Ministries (Form A) and a Code of Ethics Form (Form B), and their parents or guardians will be required to co-sign these Forms. Parents must complete the Criminal History Check Consent Form (C). Workers age 18 and over will have completed a successful criminal background check. Volunteers working with children, youth, or mentally challenged adults must be members of CrossWay Church or be reasonably known to a church leader or staff person at CrossWay Church for six months. In the event a person transfers membership from another church and upon the provision of appropriate references and other background information, this Six Month Rule may be waived.
3. **Minors** who volunteer for a leadership role will be required to read and sign the Application Form for Children's or Youth Ministries (Form A) and a Code of Ethics Form (Form B), and their parents or guardians will be required to co-sign these Forms. Parents must complete the Criminal History Check Consent Form (C) and sign as guardian minors.
4. Any person with a history of sexual misconduct will automatically be disqualified from working with children, youth, or mentally challenged adults.

B. SELECTION PROCEDURES, PERSONNEL FILES

- the following steps shall be followed when screening and selecting candidates for paid and volunteer positions at CrossWay Church:

STEP ONE – Applicant completes Application Form (Form A) and Code of Ethics Form (Form B) and Disclosure Form and Criminal History Check Consent Form (Form C).

At the Elders' discretion, Criminal history reports will be obtained for selected candidates.

STEP TWO – Designated supervisor interviews candidate.

STEP THREE – Reference check is obtained (Form E). Designated supervisor reviews reference check.

STEP FOUR – Applicant arranges for fingerprinting with the police department. Designated supervisor reviews criminal history reports obtained nationally and from the local police department where the applicant has resided for the past five years.

Steps to be followed for specific positions are listed below. The board of CrossWay Church may, at their discretion, establish additional steps for specific positions.

Positions	Screening Steps			
	1	2	3	4
Pastoral Staff	X	X	X	X
Program Coordinators Sunday School Coordinator, Gems & Cadets Coordinator, Coffee Break & Story Hr Coordinator, Children in Worship Coordinator, Youth Group Coordinator, Usher Coordinator, Nursery Coordinator, VBS Coordinator	X	X	X	
Volunteers working with children Sunday School Teachers, VBS Teachers, Children in Worship Leaders, Youth Group Assistants	X	X	X	
Maintenance Staff Church Janitors	X	X	X	
Office Secretary, Aides, Assistants, Office Secretary, Sunday School Classroom aides, Cadets and Gems Assistants, Nursery Assistants	X	X	X	

- The Pastor, Program Coordinator or a designated supervisor, shall review employee and volunteer application forms and declarations for the purpose of short-listing, interviewing candidates for employment, and recommending the appointment of candidates.
- Positions will be filled solely at the discretion of church officials designated for reviewing applications and guiding the selection process. An applicant may fail to be selected for any reason, including failure to provide adequate information, providing information subsequently determined to be inaccurate, or based upon information obtained from references or a criminal record check.
- Personnel Files** for all paid and volunteer personnel CrossWay Church shall be maintained from the beginning of their service through 21 years after termination of their service to CrossWay Church and be accessible to personnel upon request. Personnel files will include application documents, reference documents, supervisors' notes, and records of any disciplinary action taken. Reports regarding allegations of abuse and follow-up action shall also be maintained for 21 years after termination of their service; however, these documents are filed separately, since they *will not* be accessible to personnel.

C. TRAINING

- As a prerequisite for service, all persons who counsel, teach, guide, or care for children, young people, and other adults in CrossWay Church—both employees and volunteers—are required to read this document and familiarize themselves with the type of child abuse, sexual abuse and harassment. All workers, both paid and volunteer, shall be trained to recognize the various kinds of abuse and know proper reporting techniques. In Washington State, all educational and health care professionals are mandated to report suspected cases of abuse DSHS or the Police within 48 hours. Clergy are in a somewhat different position because of confidential disclosures; but they, too, are strongly encouraged to report any suspected abuse.
- Those with supervisory roles in the various church programs shall be expected to familiarize themselves with this Policy and ensure that their program activities comply with this Policy.

D. SUPERVISION

- Two or more adults are encouraged to supervise activities of children and youth.
- Windows shall be installed on classroom doors where feasible so that persons passing by can

observe inside activities. In lieu of windows, doors shall remain open during use. Random visits shall be made to all classrooms and frequent inspections made of areas of the church building that are isolated from view.

3. Persons in charge of various church ministries have the responsibility to ensure that workers under their supervision are in compliance with the criminal background check policy.
4. Persons in charge of activities will act in a supervisory role to ensure safety for both students and workers by enforcing the provisions of this policy.
5. All behavior between workers and children, youth, or mentally challenged adults must be beyond reproach, avoiding activities which could be misconstrued or misinterpreted. Activity leaders must take responsibility to stop situations that could compromise the safety or reputation of the church, workers, and/or children, youth, or mentally challenged adults.
6. Overnight activities must be carefully planned with safety in mind and written parental permission obtained. All on-site workers will have successful criminal background checks on file in the church office.
7. Church-owned vehicles driven for children/youth activities shall be driven by persons who have successful criminal background checks. Drivers of private vehicles carrying children or youth on an irregular or one-time basis will not be subject to background checks.

IV. RESPONDING TO ALLEGATIONS OF ABUSE

A. APPOINTMENT OF A CHILD SAFETY SPECIALIST

1. The Board of CrossWay Church shall appoint a member of the church staff to act as Child Safety Specialist on behalf of the church, charged with the responsibility of receiving and processing reports of suspected abuse occurring on church premises or at a church-sponsored event. All suspected cases of abuse should be reported to this person. Those reporting the suspected abuse have the right to know the disposition of the incident in an expedient manner.
2. Any allegation of abuse must be taken seriously and immediate steps taken to make a preliminary investigation of the incident to determine if there is reasonable cause to begin the steps outlined below. From the beginning of any allegation, careful, clear and accurate documentation must be kept of all steps and action taken. Care must be addressed toward the alleged victim and his/her family while at the same time protecting their legal rights of the accused.

B. PERSONS WITNESSING OR SUSPECTING ABUSE

1. Persons witnessing or suspecting abuse should not confront the accused unless it is necessary to reduce the risk of injury to the alleged victim. Be careful to safeguard the privacy and confidentiality of all involved.
2. Persons witnessing or suspecting abuse are encouraged to report their concerns both orally and in writing, to the church's Child Safety Specialist. This will begin the process of careful documentation of the incident.

C. STEPS TO BE TAKEN BY THE CHILD SAFETY SPECIALIST AFTER THEY HAVE BEEN NOTIFIED OF ABUSE ALIGATIONS.

1. Notify the parents unless they are the persons suspected or accused.
2. Notify the church attorney. Loren Joner
3. Notify the proper civil authorities following the guidance of the church attorney. WA State Department of Social and Health Services abuse hotline is 1-866-ENDHARM (1-866-363-4276). Do not attempt to question the alleged victim or the accused. Any in-depth investigation must be left to professionals who are familiar with these types of cases.
4. Notify the church insurance company.
5. Treat the accused with dignity and support. If the accused is a church worker, whether volunteer or paid, that worker shall be relieved temporarily of his/her duties until the investigation has been completed.
6. Seek the advice of the Pastor and Board of CrossWay Church, particularly if the alleged violation occurred on church property or at a church-sponsored event. Blame should not be fixed or the incident denied.

D. RESPONSIVE ACTION BY THE PASTOR AND ELDERS

Upon receiving a report of alleged or suspected abuse, the Pastor or Elder receiving the report should immediately bring the matter before a special meeting of the Elders for an initial assessment. Upon reviewing all available information, the Elders should determine what immediate measures are necessary. Possible immediate follow-up actions include the following:

1. The Pastor and Elders (or board members) should take immediate responsive action such as possible temporary suspension of the accused individual from his or her church activities.
2. The Elders shall make decisions regarding discipline in accordance with relevant policies and orders of CRC Synod, Classis, and Congregation. If the alleged violator is the Pastor, suspension shall take place in accordance with synodical rules. If the alleged violator is a paid staff member, the Elders shall determine whether a suspension shall be with or without pay. The Elders may, after resolution of the matter, determine that a suspension was inappropriate, reinstate the alleged violator, and, if appropriate, reimburse a reinstated staff member for loss of pay.
3. The Elders may contact the Classical Safe Church Team of Classis Pacific Northwest for advice or assistance. The Classis Safe Church Team offers resources, education and support services to any church in Classis Columbia Basin. The mandate of this team includes: (a) to conduct an advisory panel to fact-find when allegations of abuse are made against a church leader by an adult; (b) to offer education on a broad range of abuse related topics to local congregations; and (c) to support people who have experienced abuse by assisting with non-counseling functions such as referrals, resources, or face-to-face conversations to help abuse victims and their families through a difficult time.

E. DISCLOSURE TO THE CONGREGATION

Depending on the level of seriousness and the persons alleged to be involved, at some point the congregation may need to become aware of certain facts concerning the allegations of abuse. This should be done on a need-to-know basis in a closed meeting with only members present. At the discretion of the Elders, a letter may be sent to selected members of the congregation in order to facilitate clear communication.

F. RESPONSE TO THE MEDIA

1. The identity of a victim who is a minor shall not be disclosed and shall remain confidential. The identity of a victim who is an adult may be disclosed if he/she gives consent in writing.
2. The congregation shall be informed that a designated spokesperson will speak on behalf of the church congregation to the media. All other members of the congregation are to refrain from making statements to the press, and shall direct any inquiry to the designated church spokesperson.
3. The designated church spokesperson should avoid discussing matters with the media until they, or someone on their behalf, have consulted with the church's legal counsel and insurance company.

V. FORMS**FORM A. APPLICATION FOR CHILDREN'S OR YOUTH MINISTRIES**

CrossWay Church
311 N Parkway Ave
Battle Ground, Washington 98604
(360) 687-3929

This form is to be completed by paid and volunteer leaders who apply to become regularly engaged in the supervision of children and youth at CrossWay Church, Battle Ground, Washington. The information will be used to help the church provide a safe and secure environment for the minors who participate in our programs and to protect the volunteers who work with them.

PERSONAL INFORMATION

Name: First, Middle, Last			Maiden Name:	
Present Address:				
City:	State:	Zip Code:	Telephone/email:	
Birth Date:	Drivers License State/ #:		Social Security #:	
<i>RESIDENCY HISTORY: In which U.S. states or other countries have you lived? For each state or country, give the years:</i>				
Washington State: since (year): _____				
Other U.S. states or other countries (for each, give the year you moved there and the year you left):				
State or country: From _____ To _____ State or country: From _____ To _____				
State or country: From _____ To _____ State or country: From _____ To _____				

INTERESTS

For what position are you applying?

Check areas in which you have special gifts, training, or experience:

<input type="checkbox"/> Teaching	<input type="checkbox"/> Helping	<input type="checkbox"/> Playing Piano	<input type="checkbox"/> Crafts
<input type="checkbox"/> Leading worship	<input type="checkbox"/> Administration	<input type="checkbox"/> Leading Games	<input type="checkbox"/> Secretarial
<input type="checkbox"/> Storytelling	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Other:	

Other areas of special interest, training or experience:

RECENT EXPERIENCE WORKING WITH CHILDREN OR TEENS

List all work involving children or teens in the last 2-5 years

Start date (M, Yr)	Ending date (M, Yr)	Type of work:	Organization:

APPLICATION FOR CHILDREN'S OR YOUTH MINISTRIES PAGE TWO**DECLARATION REGARDING ABUSIVE BEHAVIOR**

If applicant is a Minor under Age 18, Parent or Guardian is expected to complete this page on behalf of the applicant:

Has applicant ever been convicted of child abuse, actual or attempted sexual molestation of a minor, or any other sexually related crimes?

Yes No If yes, please explain:

Is applicant presently under investigation for, or is prosecution pending concerning child abuse, actual or attempted sexual molestation of a minor, or any other sexually related crimes?

Yes No If yes, please explain:

Does applicant have any communicable diseases, such as TB, Hepatitis B, Aids, etc.?

Yes No

Does applicant have any condition, such as seizures or severe depression, which may endanger the children or put them in fear?

Yes No If yes, is applicant on prescription or non-prescription medication for this condition?

Yes No If yes, please specify:

REFERENCES

*Please provide name and particulars of 2 current or previous employers, supervisors or church co-workers **not related to you.***

Name and Title:

Address:

City:

State:

Zip Code:

Telephone:

In what capacity does this person have knowledge of you?

Name and Title:

Address:

City:

State:

Zip Code:

Telephone:

In what capacity does this person have knowledge of you?

Form E Refence was sent to

Name

Telephone:

In what capacity does this person have knowledge of you?

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to provide any information and opinions they may have regarding my character and fitness for working with children. I understand that this application will be kept strictly confidential.

Applicant's Signature:

Date:

Signature of Parent or Guardian (If Applicant is a minor under 18 yrs of age):

Date:

FORM B. CODE OF ETHICS DECLARATION**CROSSWAY CHURCH****Code of Ethics for Employees and Volunteers**

"I hereby promise to love, pray for, encourage, instruct, and sustain children and others for whom I am responsible as a staff member or volunteer in this church. Believing that God is calling me to serve children, youth, or adults in this congregation, I promise:

- 1. To seek the spiritual, physical, social, and emotional welfare of the children/youth/adults I lead.*
- 2. To share with parents and guardians full information about the program.*
- 3. To arrive on time and be prepared for the activities of my program.*
- 4. To respond to the questions and concerns of those I lead openly and honestly.*
- 5. To work with members of my group to set some agreed-upon guidelines for acceptable and prohibited behavior within the group. I will expect my group members to act on the basis of these guidelines, and I will seek assistance from parents or others in dealing with severe violations of these guidelines.*
- 6. To pray for each member of my group regularly and to let them know that I care for each one.*
- 7. I agree to live by the understanding that, as a person in authority, it is my responsibility to avoid sexual contact with children, youth, vulnerable adults, and developmentally disabled persons in my care, even if one attempts to initiate the contact.*
- 8. I will find alternative ways to discipline, agreeing that under no circumstance will I use spanking, neck or choke holds, ear or hair-pulling or any other corporal punishment as a means of discipline.*

I have read and understand CrossWay Church's policy on abuse and sexual misconduct. I understand and accept its mandates and procedures, and I will adhere to them. I realize that suspension of my services within the church could result if an allegation of abuse is made against me. Additionally, I understand and agree that allegations of illegal physical and sexual abuse may be reported by the church and its supervisory personnel to the appropriate law enforcement or child protection authorities. By my signature, I acknowledge my understanding of, and agreement with, CrossWay Church's policies and practices regarding abuse and sexual misconduct."

<i>PRINT NAME:</i>	<i>SIGNATURE:</i>	<i>DATE:</i>

If candidate is a minor under age 18, Parent or Guardian please sign below:

<i>NAME of Parent or Guardian</i>	<i>SIGNATURE:</i>	<i>DATE:</i>

FORM C. DISCLOSURE FORM AND CRIMINAL HISTORY CHECK CONSENT FORM**CrossWay Church**

CrossWay Church cares about the children and youth in our programs, and wishes to ensure their safety while they are under the church's supervision. Because we care, our church asks any new staff member or volunteer who will be supervising or guiding children and young people to complete this disclosure form and to authorize a criminal history check.

**PLEASE COMPLETE THE FOLLOWING QUESTIONS BY CIRCLING THE APPROPRIATE RESPONSE.
ATTACH AN EXPLANATION FOR ANY "YES" ANSWER:**

1. Have you ever been convicted of any crime against children or other persons?	YES	NO
2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?	YES	NO
3. Have you ever been found by any court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor?	YES	NO
4. a. Have you been convicted of the possession, use, or sale of drugs within the last 7 years? b. Have you been released from incarceration for a conviction of the possession, use, or sale of drugs within the last 7 years?	YES	NO
5. Within the last 30 days have you abused alcohol, legal or illegal drugs?	YES	NO
6. Has your driver's license been suspended or revoked within the last 7 years?	YES	NO
7. Have you ever been convicted of crimes relating to financial exploitation where the victim was a vulnerable adult?	YES	NO
8. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?	YES	NO
9. a. Have you ever been licensed by a board that licenses business/professions? (If yes, answer b & c) b. Have you ever been found by that licensing board, or any other disciplinary board, to have sexually or physically abused or exploited any minor or developmentally disabled person? c. Have you ever been found by that licensing board, or any other disciplinary board, to have abused or financially exploited any vulnerable adult?	YES	NO
10. Other than the above matters, is there any fact or circumstance involving you and your background that would call into question your being entrusted with the supervision, guidance and care of young people, vulnerable adults or developmentally disabled persons?	YES	NO

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with your employment or volunteer with Crossway Church, notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com. The scope of this notice and below authorization is not limited to the present and, if you are hired/volunteer, will continue throughout the course of your employment/volunteer and allow Crossway to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

Residents of Washington State only:

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect My Ministry directly.

ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by Crossway Church at any time after receipt of this authorization and throughout the course of my employment/volunteer, if applicable.

I certify that the information I have provided above is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal.

FULL NAME: _____ DATE OF BIRTH: _____

Applicant's Signature:	Date:
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Signature of Parent or Guardian (If Applicant is a minor under 18 yrs of age):	Date:
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* Crimes against persons are defined by law as "aggravated murder; first or second degree murder; first or second degree kidnaping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first or second degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; or any of these crimes as they may be renamed in the future."

FORM D. FORM FOR REPORTING SUSPICION OF ABUSE

Name and Title of Person originating this report:		
Address:		
City:	State:	Zip Code:
Telephone:		

Name of Person identified as prime victim of abuse:		
Address:		
City:	State:	Zip Code:
Telephone:		

Name(s) of Person identified as alleged perpetrator of abuse (if known):		
Address:		
City:	State:	Zip Code:
Telephone:		

Name and Title of Person submitting this report:		
Address:		
City:	State:	Zip Code:
Telephone:	Date of Report:	

TRACKING

Date	Activity	Signature

FORM FOR REPORTING SUSPICION OF ABUSE, PAGE TWO

The following information is usually requested by police or child protection authorities. Please provide as much information as you can, to assist in follow-up.

The name, address, and age of the alleged victim:

The name and address of the child's parents, stepparents, guardians, or other persons having custody of the alleged victim of abuse:

The nature and extent of the alleged injury or injuries:

The nature and extent of the alleged sexual abuse:

Any evidence of previous injuries, including their nature and extent:

Any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators:

FORM E. REFERENCE CHECK

DEAR FRIEND,

The Applicant named below has applied for a position in one of our church programs involving working with children or young people. The Applicant listed your name as a reference. We ask you to provide your impressions about the Applicant by responding to the questions below. If there is any reason why this person should not serve with children, we ask that share this with us. Your response will be kept confidential. Please mail your response within one week to . Thank you indeed for your assistance!

**CrossWay Church
311 N Parkway Ave
Battle Ground, Washington 98685
(360) 687-3929**

Section Filled out by Applicant:

APPLICANT'S NAME	POSITION APPLIED FOR
SENT TO:	DATE SENT:

Section Filled out by Reference:

1. How long have you known the Applicant? What were this person's primary work responsibilities?

2. Have you ever observed the Applicant interact with children? Please describe

3. How would you describe the Applicant's ability to follow through on his/her commitments?

4. Do you have personal knowledge, or have you ever heard of the Applicant having any problems with the abuse of drugs, alcohol, sex, or abuse of anything else?

5. Can you recommend that the Applicant be in a position of caring for children without any concern, reservations, or hesitation? YES _____. NO _____. Please explain?

6. Is there any additional information that you consider important for our church to know about the Applicant?

To the best of my knowledge, I believe the above information to be accurate.

SIGNATURE:

DATE:

Thanks for volunteering to work in one of CrossWay's Children Ministries. Each volunteer must fill out this background check. Here are the steps that will occur before you can serve in this capacity.

- 1) Read through policy on pages 1-6. Some of it will not pertain to you, but it is good information to know.
- 2) Complete the following forms and return them to the church office or the person who gave this to you. If you are a minor, you must have your parent or guardian sign forms B & C.
 - a. FORM A. APPLICATION FOR CHILDREN'S OR YOUTH MINISTRIES
 - b. FORM B. CODE OF ETHICS DECLARATION
 - c. FORM C. DISCLOSURE FORM AND CRIMINAL HISTORY CHECK CONSENT FORM
- 3) Ask a person who is not your relative to fill FORM E. REFERENCE CHECK and return it to the church as soon as possible.
- 4) We will follow up with your references and perform a background check and notify you if you are cleared to serve.
- 5) You do not need to fill out FORM D. FORM FOR REPORTING SUSPICION OF ABUSE. We provide it for your information only. It is the form we ask people to fill out if we have any issues.