

Arlington Community Church

Draft

**Risk Policies
&
Procedures**

Introduction

Arlington Community Church is dedicated to providing a safe environment for worship and fellowship at each of our activities. While we realize that it is impossible to prevent all accidents, we believe that an effective identification and prevention of risks will drastically reduce the possibility of accidents, and subsequent legal action against the church.

Though policy drafting and implementation is a tedious process, the benefits far outweigh the negatives. The implementation of the following risk management guidelines protect the church from a great deal of legal vulnerability, as well as ensuring that the church can remain a place of safety and trust

Material in this manual has been compiled from a number of sources. Three of the most helpful were:

Countryside Baptist Church, Stillwater Oklahoma has committed significant time and funds to a review and implementation of a Risk Management Plan under the leadership of Associate Pastor Rodney Cripps. A major part of this manual has been adapted from their policies with the permission of Rodney Cripps.

Bowles, Troy, Donahue, Johnson, Inc. is a full service insurance brokerage. They provided us with a Safety-Risk Management Program manual that was written in generic form; this provided the general format of this manual.

Church Law & Tax Report, a division of Christian Ministry Resources, provided “A complete and practical guidebook for prevention and risk reduction” entitled Reducing the Risk of Child Sexual Abuse in Your Church.

First Presbyterian Church committed significant funds to legal review of their statement of Purpose and Procedure-Safeguarding the Well Being of all Children and Youth. They have been gracious in permitting us to review and utilize any portion we consider pertinent to our situation.

Christian Law Association of Seminole, Florida, publishes a variety of booklets on legal guidelines for the Church. Principles were applied to ACC’s situation.

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Risk Management Process

Risk Management is the process of identifying and measuring risk, planning a way to prevent risks as much as possible, and providing a plan of action in the event risks arise. The aspects reviewed include:

Identify Risks

Loss Exposures Identification - Identification of loss exposure through the use of checklists, work sheets, financial data, flow charts, and personal inspections.

Measurement

Estimation of Loss Potential – Loss potential estimates based upon past losses, how frequent and how severe. Also, what is at risk: human injury, physical assets, and loss of income?

Risk Handling

Coordination of Risk Control Efforts – Coordination of risk control efforts in order to reduce losses which the church may incur.

Risk Prevention

Written Programs – Developing written safety procedures addressing various risks associated with the church.

Implementation – Importance of implementing identified programs, surveys and inspections, and evaluating employee/volunteer compliance.

Training – Providing training courses, literature, visual aids, and other materials associated with the safety program (e.g., hazard communication, accident prevention, etc.).

ACC Elders Statement of Commitment

Arlington Community Church is sincere in its desire to conduct all of its operations in the safest possible manner.

Goals

- Provide a safe working environment for our employees/volunteers.
- Protect our employees, volunteers and participants against injury or damage to the best of our ability.
- Prevent damage to ACC owned property and equipment.

Policy

- To comply with all laws, regulations, and ordinances.
- To train our employees/volunteers in safety and courtesy.
- Provide a safe place of Bible study and application of Biblical principles for all participants including the general public.
- To maintain our premises, vehicles, and equipment in good operating condition.
- To insist that all personnel share responsibility for safe operations.

Assignment of Responsibility

Elders

The Elders are responsible for implementing and enforcing the overall program. It is imperative that all paid staff support and cooperate with the risk management program.

Pastoral Staff

The Pastoral Staff shall act as consultant to the Elders and Recognized Volunteers. In addition, shall keep a record of the latest developments in loss control, maintain liaison with outside agencies, oversee loss control activities for quality and timeliness, review accident reports, insure proper distribution and follow-up as necessary, and maintain all records as required by law.

Recognized Volunteers

The term “Recognized Volunteers” means those who have been elected to their positions of authority at a duly constituted business meeting of ACC.

Persons in charge of a particular operation are not only held responsible for their operation, but must also be sure that the conduct of their group does not adversely affect others.

Should an incident occur, the person in charge will take whatever action is necessary to keep pain, suffering, or damage to a minimum. They will seek to determine the cause of the incident and take corrective action within the limits of their authority. A written report to supervisor is mandatory in every case.

Appointed Volunteers

The term “Appointed Volunteers” means those appointed to service by paid staff or by recognized volunteers.

Appointed volunteers are expected to:

Conduct themselves in a manner to prevent injury to themselves and others.

Abide by all safety regulations.

Report hazards, defective equipment, or any condition or practice detrimental to church operation.

Not report for duty in an unstable or unfit condition.

Liability Without Physical Injury

Unfortunately, increasing numbers of lawsuits involve situations where physical injury is not involved. These exposures may arise out of:

Libel and slander – untrue statements about employees, members, participants, or other faiths. Emotional distress may be caused because of statements made or actions taken, even if they are well founded in truth. In every situation, accuracy of facts should be carefully determined. Accusations should never be published. Groups or classes of individuals must never be charged with guilt by association.

Expulsion/discharge of employees or participants. In the event that an employee or participant's position must be terminated, or in the event that a member must be asked to leave fellowship, care should be taken to ensure that all events, conversations, and actions taken are well documented. In the event that the expulsion of a church member must be dealt with publicly, a prepared written statement should be read by the chairman of the elders regarding the issue. Only members of Arlington Community Church above the age of eighteen may be present at this meeting. Elders, Pastoral Staff, and other members must not discuss events surrounding the expulsion of a member with non-members for liability purposes. Issues concerning the behavior of non-members of Arlington Community Church must not be dealt with publicly by the church, its Elders or Pastoral Staff.

Invasion of privacy – Investigations into the private lives of employees/ members/ volunteers or participants without their consent may cause liability, as may acts such as searching desks or personal property of employees/ members/ volunteers/ participants.

Counseling by insufficiently trained or unskilled counselors – Counseling encounters by employees of Arlington Community Church should be well documented. This documentation should include the date, counselor, counselee, problem addressed, and action advised. Issues dealing with life threatening/potentially hazardous situations (suicide, threats against a person, domestic violence, child abuse, etc...) should be reported immediately to the proper authorities. Employees should not attempt to counsel individuals on matters for which they are not trained. When possible, counselees should be referred to a certified, professional Christian counselor who will be more equipped to serve their needs.

Improper or Inadequate Supervision

One cannot over-supervise. More litigation results from “failure to properly supervise” than any other cause. If negligence cannot be claimed for any other reasons, attempts are made to find evidence of inadequate supervision.

Instances where improper or inadequate supervision will likely be alleged are:

Accidents on the playground
Sporting Events
Swimming

Church outings
Field Trips
Classroom Activities

Proper location of supervisors on the playgrounds or at swimming pools is as important as the number of supervisors. Governmental authorities should be contacted prior to events on public property to determine any safety requirements and to place authorities on notice of the type of activity planned. Parents should be informed in writing of the exact nature of the planned event, describing the supervision to be given by ACC. Parental consent should be obtained in writing for any special event.

Qualifications required for supervisory personnel should be determined for each event. ACC should seek out people of mature judgment who are experienced supervising groups of young people. The supervisor should not have a history of problems with assigned groups.

A thorough check should be made on an individual’s background, especially where supervisors are employees or Recognized Volunteers of ACC.

Grounds and Building Liability

State and local governments have specific statutes on building requirements. Church facilities should meet or exceed all requirements. These requirements include but are not limited to:

Doorways – adequate width, safety glass, proper signs and lighting for fire exits, warning of step up or step down, unlocked and unobstructed fire exits.

Stairwells – adequate width, hand railing on all stairs, nonstick surface, adequate lighting, steps uniform height, proper access for disabled.

Floors – nonstick surface, deviations in floor level clearly marked, adequate lighting, marked changes in surface covering.

Balconies – sturdy rails, adequate lighting in balconies and halls.

Outdoors – appropriate eaves and downspouts, walkways free of snow and ice, unbroken concrete sidewalks and driveways, railings on outside stairs, safe playground equipment, adequate parking lot lighting, elimination of parking blocks in parking areas.

This is not an exhaustive list. Local authorities should be contacted to be sure that all building code requirements are met or exceeded.

Church Sponsored Activities

ACC enjoys activities which foster good fellowship. However, in some activities the dangers outweigh the enjoyment. These are classified as hazardous and extra hazardous.

Hazardous – should be stringently supervised with strict limitations:

Water slides	Water-skiing	Snow skiing
Water rafting	Unsupervised swimming	Canoeing
Paddle boating	Horseback riding	Rope jumping
Basketball	Volleyball	Softball
Sack races	Touch football	Rock climbing
Ice skating	Trampolines	Roller skating
Hayrides	Paintball	

Extra Hazardous – should not be sponsored by ACC:

Dune buggies	Use of Fireworks
Parachuting	Snow tubing
Tackle football	Haunted houses
Snowmobiles	Bungee Jumping
Motorbikes	Rope swings

Sponsors of Hazardous activities, or any activities held away from the church property, requires that participants provide a Release of Claims form, a copy on the following page.

Arlington Community Church (ACC)
Release of Claims

I, *(printed name)* _____
of the city of _____, State of Texas, shall be
participating on _____ in _____
(Dates) *(Sponsored Activity)*
hereinafter referred to as “the Activity”.

I certify that I am cognizant of the inherent dangers associated with participating in the Activity and with the fact that participating in the Activity may take place outside of, or off, church premises.

I understand and agree that neither Arlington Community Church, nor its Elders, employees, recognized volunteers, appointed volunteers or others (collectively called agents) may be held liable in any way for any occurrence in connection with the Activity which may result in injury, harm, or other damages to me or my family.

As a part of the consideration for being allowed to enroll and participate in the Activity, I hereby personally assume all risks in connection with participation in the Activity. I further release ACC and its agents for any injury or damage which may befall while enrolled in or participating in the Activity. I further agree to save and hold harmless ACC and its agents from claim by me or my family, estate, heirs or assigns arising out of enrollment and participation in the Activity. I also authorize ACC to render or obtain such emergency medical care or treatment as may be necessary should any injury harm or accident occur while participating in the Activity.

I further state that I am of lawful age and legally competent to sign this affirmation and release: that I understand the terms herein are contractual and not a mere recital: and that I have signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the contents of this affirmation and release by reading it before I have signed it.

I have executed this affirmation and release on the _____ Day of *(mo)* _____,
(yr) _____.

Please Print Children’s Names Below

Signature (Parent Signature if under 18)

Printed Name

Arlington Community Church (ACC)
Transportation

Suggestions for successful vehicle use are based on our standards only and are not intended to supersede any requirements or regulations set forth by any federal, state, or local authority having jurisdiction:

Driver Selection

Drivers should be mature and responsible and in excellent physical and mental condition. A responsible personal driving record is a must. Insurance records show accident frequency to be the lowest in the age 30 to 60 group, but age should not be used as a determinant in selection. All potential drivers must be screened and approved by the church. (See “Approved Drivers List” form on next page.)

Driver Responsibility

Drivers must secure and maintain a Texas driver’s license appropriate for the vehicle they will be operating.

A pre-trip inspection should be made each time a vehicle is to be used, even for local trips. This shall include but is not limited to inspections under the hood, tires, exhaust, lights, brakes, and the interior of the vehicle.

Drivers must be aware of and observe speed limits wherever operated.

Supervise passengers: Control of occupants must include taking action to protect passengers leave the vehicle at street crossings. Do not exceed vehicle passenger limits.

Drivers should use special care to report any observed possible mechanical defects as soon as is practical.

Vehicle Maintenance

All vehicles must comply with state requirements for lights, equipment, and color. Each vehicle must be given a thorough mechanical and physical inspection by a qualified mechanic prior to initial operation and not less than semi-annually thereafter. The inspection should include, but not be restricted to: checking chassis, under the vehicle for fluid leaks, fluid levels, all lights, exhaust system, brakes, tires, wheel lugs, and steering.

Standard Safety equipment is to be carried on all vehicles appropriate to the type of vehicle. This could include fire extinguisher, first aid kit, flags, flares, fuses, and triangular warning signals.

The Elder Board has overall responsibility for the care, maintenance, and operation of all church-owned vehicles, and will maintain a list of approved drivers with the assistance of the Church Office. All such individuals must complete an Application for Inclusion of the Approved Drivers List.

In case of an accident, drivers are responsible to insure that all persons are properly taken care of. In the case of an injury, *injured persons should not be moved*. First Aid should be administered only by those with proper training.

After passengers have been attended to, the driver should secure information regarding the other driver so proper claims can be submitted. Information should include:

The Driver's name, address, telephone number, and driver's license number

Identification of the owner's vehicle to include make, color, and license number

Driver's insurance information to include company and policy number

If a police record is made, gain information as to how to secure a copy

Notify the Elder Board as soon as possible in the event of any accident

Fifteen Passenger Vans

Arlington Community Church takes recent studies on the safety of fifteen passenger vans very seriously. As a result of these studies, and in order to protect the safety of passengers, ACC will not allow the use of fifteen passenger vans for any church sponsored trip unless the back seat of the van is removed. The main safety concern of fifteen passenger vans is the weight distribution behind the rear axle. For this reason, luggage should not be stored in place of the removed seat.

Forms – See following two pages

Arlington Community Church
Application for Inclusion
Approved Driver's List

I, the undersigned, desire to drive vehicles owned by ACC as part of my church responsibilities. I understand that all drivers of its vehicles must have a current driver's license for the type vehicle driven and must meet the following requirements:

A. During the past (3) three years I HAVE NOT pled guilty, paid a fine, or been convicted of one or more of the following:

- Driving under the influence of alcohol, drugs, or any other substance;
- Reckless driving or participating in a speed contest;
- Leaving the scene of an accident or failing to report an accident;
- Possession of a stolen vehicle or use of a vehicle in a felony;
- Three (3) or more moving traffic violations;

B. During the past three (3) years I HAVE NOT had two or more motor vehicle accidents in which I have pled guilty, paid a fine, or been convicted of a moving traffic violation.

I acknowledge and agree that providing false or misleading information to ACC about my driving record, or failing to report any of the above circumstances, is grounds for immediate dismissal from employment and may make me responsible for all loss and damage to vehicles and bodily injury and/or property damage to others. I further agree to voluntarily take myself off the Approved Driver List if I do not feel qualified to continue driving.

If I am not an ACC employee, I understand all the above applies to me except for the immediate termination from employment. The name of my auto insurance company is _____
_____ and the policy number is _____

The date the policy expires is _____ and I hereby agree to maintain insurance company as long as I am a ACC Approved Driver. Today's date is _____.

Signed	Witnessed by:	Signed
Printed Name		Printed Name

Safeguarding the Well-Being of all ACC Children and Youth

We are committed to the safety, welfare, and protection of all children and youth participating in the activities and programs of ACC from abuse or harassment of any form; physical, mental, or sexual. *Sexual abuse can be defined generally as any contact or interaction between adult and child in which the child is being used for sexual stimulation.*

No child or youth shall be subjected to the preventable risk of any form of abuse or harassment while on the ACC property or while engaged in ACC activities or programs located elsewhere. The standards implemented in this Statement of Purpose and Procedure seek to uphold that commitment to the sanctity of the children and youth of ACC, whether member or guest. (The terms Child, Children, and Youth refer to all persons age 17 or younger.)

Policy for all ACC Activities and Programs

All ACC activities and programs, regardless of location, involving children or youth, will be subject to the following policies in addition to any other policies put in place by individual ministries:

At least two adults will be assigned to supervise or lead all activities involving children or youth.

Volunteers and teachers will not be assigned to children's or youth programs until after having been a member and/or regular attendee of ACC for at least six months.

No person will be recommended to leadership of ACC as a teacher or volunteer leader of children's or youth activities until a Volunteer Information Form, interview, and security background and reference checks have been completed.

All activities involving children or youth, including counseling, must be conducted in a room with at least one window. This window is to remain unobstructed any time children are present.

At least two adults are to be present in each room at all times when children's activities are taking place.

Volunteer Information Forms Required

In order to comply with this policy and to decrease the potential of abusive behavior directed specifically towards children or youth – the staff, employees, teachers of children and youth, and volunteers for children's and youth activities or programs of ACC, will be required to complete a Volunteer Information Form providing persons and confidential information necessary to perform security background checks and reference checks on each individual. *While this process understandably trespasses in the privacy*

of our own lives, the security of our children and youth outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements, will be maintained in the strictest of confidence.

Security Background Checks

Reference checks and security background checks, including potential criminal history, will be conducted by the Pastoral Staff. The results of the security background checks and the reference checks will be considered *extremely confidential* and will only be disclosed to other members of the Pastoral Staff, or Board of Elders as deemed necessary.

Secured Volunteer Information Forms Storage Facility

The church office will maintain a secured storage facility for all Volunteer Information Forms and results of all referenced checks. Volunteer Information Forms and security and reference background checks will be updated periodically.

Disqualification for Service

Whether disclosed voluntarily or by result of the security background check, any type of conviction of the following will automatically disqualify a volunteer from serving or participating in the leadership or sponsorship of any children's or youth activities or programs:

- Sexual Abuse of a Child
- Injury of a Child
- Sexual Assault of a Child
- Incest
- Aggravated Sexual Assault of a Child
- Indecency with a Child
- Inducing Sexual Conduct or Sexual Performance of a Child
- Possession or Promotion of pornography
- Sale, Distribution, or Display of Harmful Material to a Minor
- Employment Harmful to Children
- Abandonment or Endangerment of a Child

Reporting Policy Violations

In order to maintain an environment free of destructive acts toward all children and youth, the staff, employees, teachers, and volunteers of Arlington Community Church must also be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this Policy. All questions or concerns of any suspected activity of abuse or harassment shall be directed to the Pastoral Staff, or member of the Board of Elders.

In the event anyone personally witnesses an occurrence in violation of this Policy, that person will be asked to complete the attached Incident Report. Anyone who should

witness such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child or youth involved and to protect against physical, emotional, or psychological injury, to all persons involved:

Report the Incident Immediately.

Do not leave the child, children, or youth alone to report the incident.

Do not personally confront the alleged or accused violator of the policy.

Allow the Pastoral Staff, or the Chairman/Vice-Chairman of the Board of Elders to provide you with the appropriate follow through instructions for reporting the incident.

The Board of Elders or their designee will be solely responsible for all communications of behalf of the church. Do not discuss the breach of policy with anyone other than those designated in this manual.

See the Risk Management Flowchart on page 20 for a visual summary, and reporting responsibilities for the Pastoral Staff on page 21.

In the event a child or youth reports abusive conduct, regardless of where the conduct occurred, the person **initially** contacted by the child will be required to complete an Incident Report. Under this circumstance, the Incident Report should include precise wording of the “outcry” of the child or youth. All reported details of the child’s or youth’s first conversation with an adult should be recorded verbatim in the Incident Report. The incident should otherwise be treated and reported as set out before as if the incident had been witnessed at the church.

Acts or Omissions Not Tolerated

The following acts or omissions will not be tolerated, and should be reported to the Pastoral Staff or member of the Board of Elders immediately **after** the safety of the child, children or youth involved have been assured:

Any direct observations or evidence of sexual activity in the presence of or in the association with a child or youth

Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a child or youth

Sexual advances or sexual activity of any kind between any person and a child or youth

Sexual advances or sexual activity of any kind between a youth and a child

Infliction of physically abusive behavior or bodily injury to a child or youth

Physical neglect of a child, children or youth, including failure to provide adequate safety measures, care, and supervision in relation to the activities of Arlington Community Church

Emotional or psychological mistreatment of a child, children or youth, including verbal abuse, verbal attacks, or the use of profanity in the presence of the child, children or youth

The presence or possession of obscene or pornographic materials at any function of Arlington Community Church

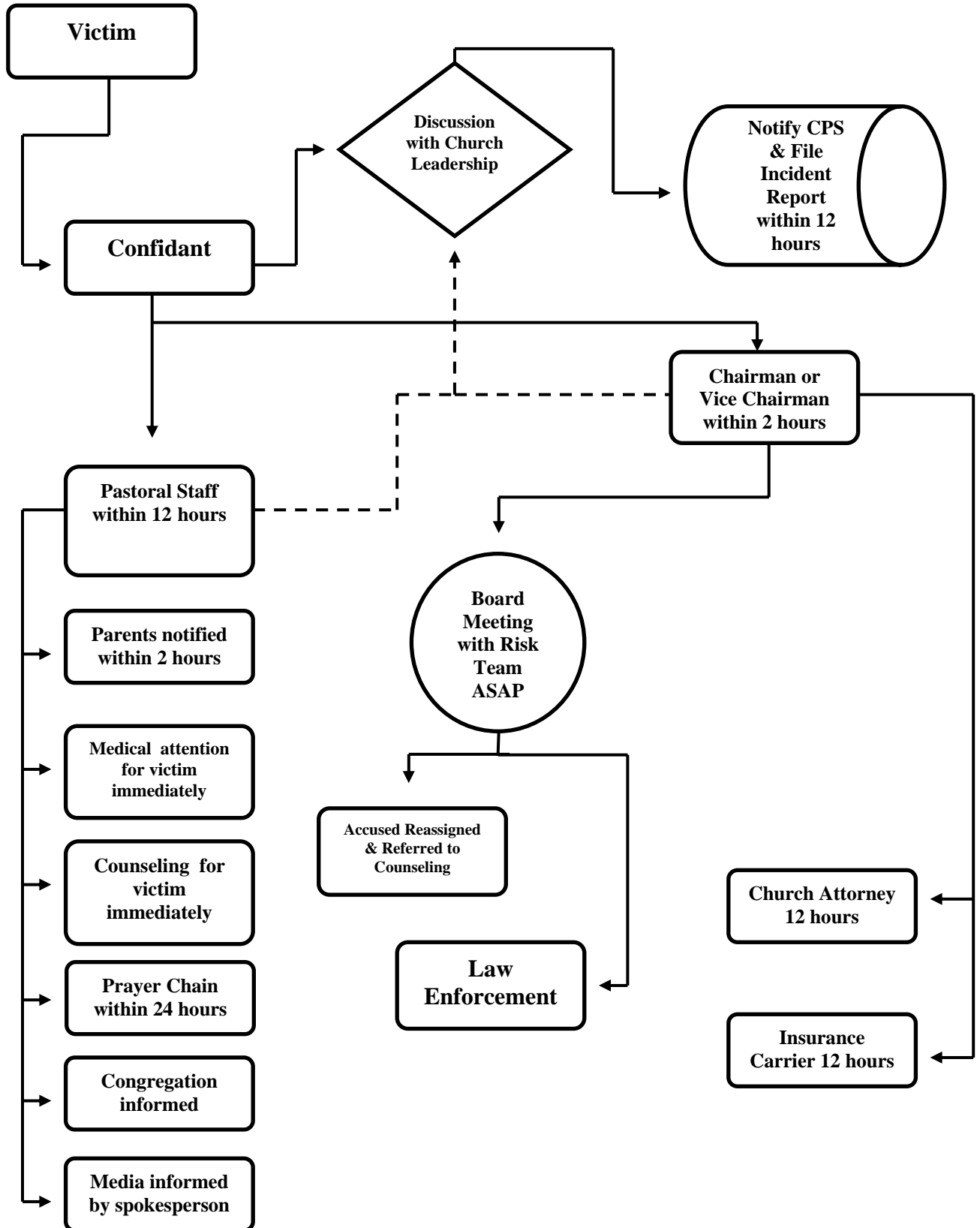
The presence or possession, or being under the influence of any illicit drugs

The consumption of or being under the influence of alcohol while leading or participating in a children's or youth function of Arlington Community Church

Any violation of this policy on the part of any member of the staff, employee, member or volunteer will result in immediate dismissal from participation in all children's and youth activities and programs of Arlington Community Church. In the case of staff members and employees, any violation of this policy may result in immediate termination.

In accordance with the laws of the state of Texas, any and all reports will be immediately forwarded to the appropriate authorities. Compliance with the reporting aspects of this policy does not complete the obligation; you, individually, may have to report the incident to the Arlington Police Department or Child Protective Services.

Risk Management Flowchart



Reporting Responsibilities for the Pastoral Staff:

2 hours	Meets with the confidant to review Incident Report and make own written report (both will be given to Elder Board).
2 hours	May need to meet with the victim (possibly after a meeting with the parents).
2 hours	Meet with the Accused Abuser/Harasser. Provide a written report to Elder Board. Refer for counseling if needed. Advise of possible action to be taken to protect all parties. Relief of all Church responsibilities pending completion of investigation.
2hours	Meet with parents (and/or the victim) to go over written reports; refer for medical attention and counseling if necessary (see attached list of hospital's and counselor's). ACC will provide up to three sessions with a professional counselor of either the victim's or abuser/harasser's choice. This is not admitting guilt or taking responsibility for any incident involved; it is rather part of ACC's ministry provision.
2 hours	Notify and work with Board of Elders and set up emergency meeting A.S.A.P. The current chairman is Ron Hagan (817-469-9413).
A.S.A.P.	Notify Prayer Chain – Urgent unspoken prayer request (confidentiality is extremely important). Prayer chain starts at the church office (817-460-5914).
12 hours	Direct confidant to make report to Child Protective Services in Arlington (817-255-8700); or Law Enforcement Agency at (817-459-5700) if deemed necessary.
When Feasible	Advise congregation of events as appropriate at the next regularly scheduled service.
24 hours	Publicity meeting within 24 hours of any media inquiry. This is neither to accept nor place blame, but an opportunity to be as open and honest as possible and to present a truthful, factual account of the situation. Reminder: Only the person designated as ACC's spokesperson should speak to the media on ACC's behalf.

Office use Only

_____ Application

_____ Interview

_____ Background



ARLINGTON COMMUNITY CHURCH

Volunteer/Staff Information Form

Confidential

This application is to be completed by all applicants for a position (volunteer or compensated) involving the supervision or custody of children or youth. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. It is being used to help ACC provide a safe and secure environment for those children, youth and adults who participate in our programs and facilities. Leaving questions unanswered or answering negatively will not automatically disqualify a person from service.

PERSONAL

Today's Date _____

Name _____ Marital Status _____

Address _____ City _____ Zip _____

Age _____ Birthday _____ Social Security # _____ - _____ - _____

Phone # _____ Emergency Name & Number _____

Driver's License # _____ State _____ Expiration __/__/__

Spouse's Name _____ Phone # _____

Spouse's Business Address _____

(Please provide 5 years of previous addresses attach to a separate sheet if necessary)

Number of years at present address _____

Children & Birth Dates

1.	2.
3.	4.

Testimony

Are you a Christian? _____ When did you accept Christ? _____

Do you attend church? _____ Where? _____

Health

Do you take any drugs for depression? Yes ___ No ___

Do you feel you can lift children up to 40 pounds? Yes ___ No ___

Have you ever had a problem with alcohol abuse? Yes ___ No ___

Have you ever used illegal drugs? Yes ___ No ___

Background

Church where you are a member: _____

Church Name _____ # of years _____

Address _____ Phone _____

City _____ State _____ Zip _____

Please list previous church work in the area where you are interested in serving.

Church Name _____ # of years _____

Contact Name _____ Address _____

Phone _____ City _____ State _____ Zip _____

Type of work _____

Church Name _____ # of years _____

Contact Name _____ Address _____

Phone _____ City _____ State _____ Zip _____

Type of work _____

Personal References (not relatives or supervisors current or past)

Name _____ How long known _____

Address _____ Phone _____

City _____ State _____ Zip _____

Name _____ How long known _____

Address _____ Phone _____

City _____ State _____ Zip _____

Were you a victim of abuse in any form? If you prefer, you may refuse to answer this question and instead you may discuss your answer in confidence with the pastor.

Yes _____ No _____

Advocate _____

Is there any fact or circumstance involving you or your background, including church discipline, that would call into question your being entrusted with the supervision, guidance, and care of children, youth, or adults?

Yes _____ No _____

Advocate _____

Have you ever been charged or convicted of a criminal offense (misdemeanor or felony, other than a parking violation) in a court of law?

Yes _____ No _____

Advocate _____

Have you ever been subjected to disciplinary action, suspended, terminated, or asked to leave a position because of engagement in child sexual abuse or neglect, other unlawful sexual behavior or otherwise violated an employer's sexual misconduct policy?

Yes _____ No _____

Advocate _____

I understand that:

- a. The information I have provided will be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Chartered organization of Arlington Community Church and the employees thereof.
- b. In signing this application, I affirm that the information I have given is true and correct.
- c. This information is confidential and access to the information contained herein will be limited to a need to know basis.

Signature _____ Date _____

Request for Criminal Records Check and Authorization

I hereby request the _____ Police Department to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained me on whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Requestor's Signature: _____

Printed Name: _____

Today's Date: _____

Print Maiden Name if Applicable: _____

Print all Aliases: _____

Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

Record sent to the following on _____ (Date):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Reference Contact Form

**Record of Contact with a Reference or Church
Identified by an Applicant for Youth or Children's Work**

Confidential

Name of Applicant: _____

Reference Contacted:

Church or Organization: _____

Pastor or Individual: _____

Date of contact: _____ Time: _____

Method of contact (e.g., telephone, letter, personal conversation): _____

Summary of response received concerning the applicant's fitness and suitability for youth or children's work: _____

Person contacting the reference: _____

Signature: _____

Date: _____

Arlington Community Church Accident Report Form

Date: _____ Victim: _____
Time: _____ Address: _____
Event: _____ Phone #: _____
Age: _____ Parents: _____

Injury: _____

Details (How it happened & where it took place): _____

Steps Taken (ex. cut washed and bandaged): _____

If victim was taken for Medical Assistance, specify physician and facility, and give diagnosis and treatment given: _____

Were Parents Contacted? _____

Signature of Victim: _____

Signature of Eye-Witness: _____

Phone Number: _____

Signature of Adult Reporter: _____

Phone Number: _____

Hiring and Employment

Most employees are covered by the Civil Rights Act of 1964 which prohibits employment discrimination on the basis of race, sex, religion, color, and national origin. Other laws may prohibit discrimination against handicapped persons or veterans. Guidelines include, but are not limited to:

- **Recruiting**
Job descriptions, applications, and interviewers must avoid reference to sex, age, race, marital status, or other prohibitive characteristics. Records must be kept on type of advertisements placed: Where placed – number of applicants – received and hired by category.
- **Testing and fair employment requirements**
Examinations for employment must not disproportionately deny employment or promotion to minorities.
- **Checking references**
Investigation of applicants' employment history must be taken in good faith and must be consistent with all applicants. Often, good, reliable information can be obtained by contacting the immediate supervisor where a Personnel Department is uncooperative.
- **Promotion policies**
The Board of Elders should develop a set of promotion policies consistent with equal employment opportunity and affirmative action obligations: communicate those policies to all supervisors and employees, and then monitor the decisions that follow.
- **Sexual harassment (Also see heading "Sexual Misconduct")**
A formal written policy and complaint procedure, including a broad definition of sexual harassment, should be written and widely disseminated within the organization (i.e. sexual harassment being defined as unwanted sexual attention as perceived by the recipient). The policy statement should include that sexual harassment will not be tolerated. The policy should be treated seriously and investigated thoroughly.
- **Termination**
Termination should follow well-prescribed guidelines and be thoroughly documented. It should be understood by both parties. The procedure should adhere to all legal regulations and not be arbitrary or discriminatory.

Financial Accountability

Arlington Community Church is committed to the ethical management of contributions. We are also committed to the protecting the safety and integrity of those who are involved in handling the finances at ACC.

Policy for the handling of all ACC Contributions and finances:

To remain above reproach in the handling of weekly giving, care should be taken to ensure that no single individual handles weekly contributions at any time. Two or more individuals should be involved in the counting and recording of all weekly contributions. Only members in good standing of Arlington Community Church should be involved in the collecting, counting, or recording of offerings.

After contributions have been counted and recorded, they should be placed in a locked and secured safe until they can be deposited.

For the safety of those transporting weekly contributions to be deposited, no attempt should be made to deposit money at night. If deposits are to be made via weekend or nightly drop-boxes, the depositor should take care to ensure that the box is located in a safe and visible location.

Records of contributions are to be kept confidential, and information contained therein will be limited to the Church Treasurer and Chairman of the Elders. Parts of these records may be made available to the Board of Elders or Pastoral staff at the discretion of the Treasurer or Chairman of the Elders only in extenuating circumstances, and only on a need-to-know basis.

The Board of Elders and Treasurer should exercise the management and financial controls necessary to assure that all resources are used to accomplish the purposes for which they are intended.

The ACC budget, including line item income and expenditures should be made available to each church member upon request.