

APPLICATION FOR ADULT WORKERS IN CHILDREN & YOUTH MINISTRY

St. Athanasius Orthodox Church

CONFIDENTIAL

This is not an employment application. This form is to be completed by all volunteer applicants involved in the supervision or custody of minors. Persons seeking a paid position in Children and Youth Ministry will be required to complete the employment application. The purpose of this form is to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

GENERAL INFORMATION

Last _____ First _____ M.I. _____
Date _____
Address _____ City _____ State _____ Zip _____
Cell _____ Work _____ Home _____
Email _____

MINISTRY INFORMATION

- 1. What area(s) of ministry have you previously served in? (List church/ministry, position, and dates of service)
2. What area(s) of ministry do you desire to serve in?
3. Why do you desire to volunteer in children and youth ministry?
4. What gifts, skills, aptitudes, and/or special training do you possess which is applicable to this position?
5. What age range do you desire to serve?
Nursery (0-1) Toddler (2-4) Elementary (K-5) Middle (6-8) High (9-12) Other

PERSONAL INFORMATION

- 6.. Are you? Single Married Widowed Divorced Other
7. DOB
8. Do you have children? NO YES Ages/Gender
9. Are there any circumstances or patterns in your life that may make it inappropriate for you to work with children?
(Psychiatric disorder; personal or family history of abuse; ect.)
NO YES, please explain

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10. Have you ever been arrested for, convicted of, or pleaded guilty to a crime?

NO ___ YES, please explain

11. Have you ever been suspected, accused, charged, or alleged to have, or have you ever committed an act of neglecting, abusing or molesting a child?

NO ___ YES, please explain

REFERENCES

12. Are you a member of St. Athanasius Orthodox Church? NO ___ YES ___ Since? Month ___ Year ___

If less than two years, please provide three personal references

Name ___ Email ___ Phone ___ Relationship ___

Name ___ Email ___ Phone ___ Relationship ___

Name ___ Email ___ Phone ___ Relationship ___

APPLICANT'S STATEMENT

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 any information (including opinions) they have regarding my character and fitness for work with children. I authorize the release of information contained in this application to any ministry of St. Athanasius Orthodox Church in which I seek a position (volunteer or compensated). In consideration of the receipt and evaluation of this application I, _____ hereby release any individual, church, children's organization, charity, employer, reference, or any other person or organization, including records custodian, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on the account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to refrain from poor conduct in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FORGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE OF MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____



Background Release Form

In connection with this application for employment, I understand that an investigative consumer report may be requested now by True Hire, and in the future as terms of my continued employment. This report may include information pertaining to my character, education, work history, credit history, motor vehicle records, and criminal information contained within any government agency, Federal, State, or Local. This information shall include, but not be limited to, verifying any statements made on my application.

I hereby authorize all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services, and former employers to release information they may have about me to Company or its agents, and do forever release them from any liability or responsibility for doing so to the fullest extent allowed by law from any claims arising from the requested information.

If required, I specifically authorize a credit report to be obtained on myself. If required, I specifically authorize workers compensation claim information to be obtained on myself by True Hire.

I recognize and agree that a copy or facsimile of this document shall be as valid as the original and agree that this release shall be valid for this and any future update reports requested.

According to the Fair Credit Reporting Act, I am entitled to know if employment is denied based on information contained in this report, and to receive, upon written request, a disclosure of the public record information as well as the nature and scope of the investigative report.

Confidential Information Used for Background Checking Purposes

PRINT FIRST NAME	MIDDLE INITIAL	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
DRIVER'S LICENSE NUMBER		STATE OF ISSUANCE		EMAIL
PRESENT ADDRESS		CITY, STATE, ZIP		COUNTY

Please list any previous addresses you have had in the past 7 years:

PREVIOUS ADDRESS	CITY, STATE, ZIP	COUNTY
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Please list any former names (i.e. maiden or otherwise) you have used in the past 7 years

Please list any former felonies or misdemeanors you have been convicted of in the past 7 years (Please list date, charge, location, disposition):

Signature & Date _____

Date Application Received

OFFICAL USE

_____ Date Reference 1 Confirmed

_____ Date Reference 2 Confirmed

_____ Date Reference 3 Confirmed

_____ Date Background Check Completed

_____ Date Completed Application Reviewed

Child Safety Committee Recommendation:

Approved Denied Provisional Other

_____ Date Applicant Informed of Statuses

_____ Date Child Safety Training Completed

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CHILD SAFETY HANDBOOK

Strategy 1: Worker Selection

The following screening procedures will be used with all employees and anyone serving in the church that will have any contact with minors.

1.1 All applicants and church workers at the time of the adoption of this handbook will be required to fill out a parish application/screening form and a waiver for a background check. These forms are located in the Employee packet and the Volunteer packet. References listed on the application/screening form will be contacted if the applicant has been a member of St. Athanasius Church for less than 2 years effective at the time of the adoption of this handbook, with a written record accompanying each contact showing date, method of contact, person making the contact, and a summary of comments made.

1.2 All applications and background records will be reviewed and retained in a confidential file administered by the Parish secretary and members of the Child Safety Committee, which includes three members, one of whom shall be a member of the Parish Council. Members are to be appointed by the Parish Council.

1.3 All applicants and church workers will be required to view a video on risk management. Records showing fulfillment of this step will be kept by the Child Safety Committee. Additionally, applicants will be provided a copy of this handbook.

1.4 All volunteers will have identity confirmed by photographic identification such as a driver's license or passport.

1.5 The general rule is that volunteer applicants will only be permitted to work with youth or children after they have been regularly attending the parish for at least one year and have the blessing of the priest. With the blessing of the priest, exceptions may be made for the purpose of hiring outside childcare for special events.

1.6 Under no circumstances will a person be allowed to work with a minor in any capacity, if such person has been (i) convicted of or plead guilty to any criminal charge involving either child sexual or physical abuse, or (ii) charged with a crime involving illegal sexual behavior, whether toward a minor or an adult.

Strategy 2: Worker Supervision

2.1 The general rule for all official church activities is that two screened and approved adults must be present where minors are involved. A list of screened and approved adults is kept on file in the church office.

2.2 Blanket permission from parents must be requested for all special events outside the church. Parents must be notified for each such outing as it occurs.

2.3 We will have two teachers per religious education class or doors will be left open

when only one teacher is present. Once released from classes, minors are the responsibility of their parents. For early release of a child, a parent must personally escort the child from the classroom.

2.4 Any inappropriate conduct or relationship between an adult and a minor will be

confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. Any adult worker's services will be terminated immediately for continued violations of such warnings, or for a single violation of sufficient gravity.

Strategy 3: Reporting Obligations

3.1 While there is no universally accepted definition of child sexual abuse, the following description has been adopted: sexual abuse involves contact or interaction between a child (under age 18) and an adult, when the child is being used for sexual stimulation of the perpetrator or another person when the perpetrator is in a position of power, influence or control over the victim. The term sexual abuse is applied any time a child is engaged in a sexual situation with an adult.

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3.2 All allegations or suspected incidents of child sexual abuse will be taken seriously and reported immediately to the Rector. For incidents involving the Rector, report immediately to the Parish Warden. The reporter is to complete an Incident Report Form. Upon receipt of an Incident Report Form, the Rector or Parish Warden must contact the Kentucky Cabinet for Health and Family Services (CHFS) at 1-800-752-6200 or the Jessamine County Sheriff's Office (JCSO) at 859-885-4139 as required under the Kentucky Revised Statutes (KRS 620.030). He will provide his name to CHFS or JCSO as the person phoning in the report. The time and date of the call must be documented as well as the name of the CHFS or JCSO worker who took the call. The reporter will request confirmation that the report was received either a fax with transmittal sheet included in the file or a return receipt of a certified letter, restricted delivery, in reference to the call reporting the alleged incident (Example: "This is to confirm our conversation by telephone on June 13, 2012, at approximately 3:00pm, regarding a report of alleged misconduct regarding a minor."). In the event that a report is made to CHFS or JCSO, the Rector or Warden will also report allegations to the Dean of the Appalachian Deanery, the Chancellor of the Diocese of the South, and the Diocesan Bishop, and any other allegation or charges of misconduct to the Diocesan Hierarchy, in accordance with OCA guidelines. Additionally, a report is to be made to St. Athanasius's insurance carrier and parish attorney by the Rector or Parish Warden.

3.3 If an allegation of sexual abuse is made against the Rector, the person making the allegation should instead notify the Parish Warden or, in his absence, the Parish Council Secretary. Once again, the reporter is to complete an Incident Report Form and give it to the Parish Warden or the Parish Council Secretary. That person is then responsible for notifying the Kentucky Cabinet for Health and Family Services or the Jessamine County Sheriff's Office and following the procedures outlined in 3.2 above.

3.4 Should a situation arise in which the circumstances are not clear regarding whether or not an incident must be reported to local authorities under state law, the Rector (or the Warden or Secretary if the Rector is under suspicion) must consult the appropriate section of the Kentucky Revised Statute (Section 620) which is available online, consult the parish attorney, and discuss the situation anonymously with a representative of CHFS in order to make a determination.

3.5 All reports made to CHFS or local law enforcement will be made within forty-eight hours of learning of the alleged incident. All actions taken must be documented in writing. Parents of the victim must be notified of the alleged incident.

3.6 In the event that the alleged incident of child sexual abuse implicates a church worker (paid or volunteer), that person shall be removed immediately from any further church-related contact with children for the duration of the investigation. Should the investigation conclude that the accused person did commit an act of sexual abuse toward a child, that person will be permanently barred from any further church-related work with minors.

3.7 All records pertaining to the reporting of alleged incidents of child sexual abuse are to be maintained by the Parish secretary and the Child Safety Committee indefinitely. All records are considered confidential.

Strategy 4: Response to Allegations

4.1 In the event that the Diocesan Hierarchy is notified of an allegation or charge of misconduct pursuant to Section 3.2 or 3.3 above, the Diocesan Hierarchy may inform the Office of the Metropolitan. In such event, if deemed necessary the Metropolitan will appoint a trained investigator to the case, who will also serve as advisor to the Metropolitan and the Diocesan Hierarchy in regard to issues surrounding the matter.

4.2 A spokesperson able to speak to the media and the congregation in a discreet, informed, and diplomatic manner regarding the matter may be selected by the Metropolitan's investigator, the Diocesan Hierarchy, the Rector, or the Parish Council. The spokesperson may be either a member of the parish, or an individual designated by the Diocesan Hierarchy.

4.3 Each agent, employee and member of St. Athanasius must always have a parish attorney present while answering any investigative questions from the police or social service agencies regarding an allegation or charge or misconduct. The privacy and confidentiality of all involved will be carefully safeguarded.

4.4 A spokesperson able to speak to the media and the congregation in a discrete, informed, and diplomatic way will be selected by the Metropolitan's investigator, the Diocesan Hierarchy, the Rector, or the Parish Council. This may be either a member of the parish, or an individual designated by the Diocesan Hierarchy, who should be able to speak to the media and the congregation in a discrete, informed, and diplomatic way. Any member of the parish must always have a parish attorney present while answering any investigative questions from the police or social service agencies. The privacy and confidentiality of all involved will be carefully safeguarded.

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4.5

After reviewing the written allegations with legal counsel, the Office of the Metropolitan and the Diocesan Hierarchy will determine the follow up with the accused and the alleged victim and his or her family, making available to them pastoral services. The Office of the Metropolitan and the Diocesan Hierarchy will also determine whether the relevant insurance carrier should be notified, and will prepare a statement to be presented to the parish. The parish will be led through a process of healing once the outcome of the investigation is known.

I, _____, have read, understood, and agree to abide by the child safety policy.

Applicant's Signature _____ Date _____