



FIRST PRESBYTERIAN CHURCH OF MYRTLE BEACH

Volunteer Application & Consent to Background Check

Please complete, sign, and return in a sealed envelope to
Macy Cottom, PO Box 1306, Myrtle Beach, SC 29578

Date _____

Full Legal Name _____

Former or maiden names _____

At Current Address Since _____ Street Address _____

City _____ State _____ Zip _____

Social Security Number _____ Date of Birth _____ Gender M F

Daytime phone _____ Evening phone _____

Email Address _____

How long have you been a member of First Presbyterian Church? _____

Do you have a valid driver's license? _____ Any restrictions? _____

Drivers License # _____ State _____ Do you have vehicle liability insurance? _____

If so, are you willing to provide a copy of your coverage for the files? _____

Occupation (if employed) _____

Employer (if applicable) _____

Current job responsibilities _____

Special interest, hobbies and skills _____

Please give a brief history of your faith journey and church involvement. _____

Why would you like to volunteer as a worker with children and/or youth? _____

What qualities do you have that would help you work with children and/or youth? _____

What training have you received in the care and nurture of children and/or youth? _____

In caring for children, we believe it is our responsibility to seek adult staff that is able to provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. Answering yes to any of the questions will not automatically disqualify a volunteer from working with children. Any special concerns can be discussed individually with the pastoral staff.

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations? YES _____ NO _____

If yes, please explain fully _____

As an organization, we are concerned about our children and youth and their well being. Is there anything in your past or present that would prohibit you from effectively working with children and/or youth? YES _____ NO _____

If yes, please explain fully _____

REFERENCES: Please list two personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each.

1. Name _____

Address _____

Daytime phone _____ Evening phone _____

Relationship to applicant _____

2. Name _____

Address _____

Daytime phone _____ Evening phone _____

Relationship to applicant _____

I represent that each of my responses is truthful and accurate.

Signature of applicant

Date

Waiver and Consent

I, _____, hereby certify that the information I have provided on this volunteer application is true and correct. I authorize First Presbyterian Church of Myrtle Beach to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal background check or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information (including opinions) they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality to the extent that it may be harmful to myself or others.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

I understand that The First Presbyterian Church of Myrtle Beach and its designated representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature of applicant

Date

Child Protection Policy

First Presbyterian Church of Myrtle Beach

First Presbyterian Church of Myrtle Beach is committed to providing a safe, nurturing, Christian environment for children and youth. In order to further this goal, we have adopted a Child Protection Policy. Through adherence to this policy, First Presbyterian Church makes every effort to assure that the persons placed in positions of trust and responsibility with respect to the children and youth entrusted to our care are persons deserving of that trust and responsibility. This policy also directs that activities involving children, youth and adults are conducted in a manner to minimize the risk of abuse or false accusations of abuse.

Standards of Conduct:

- Volunteers working directly with children or youth must be members of the congregation for at least six months, or working directly under the immediate supervision of a Program Staff member. Volunteers will complete an application providing all necessary information. A background check is required. Volunteers must be at least 12 years old.
- Two Person Rule: Employees and volunteers working with children and youth shall work in pairs to the fullest extent possible. If a volunteer or employee is working alone, there must be visual access to the meeting space (window or open door).
- Common expressions of affection (hugs), affirmation (pats on the back), support (prayer), or physical caretaking (changing diapers, etc.) are appropriate in this community of caring Christians. Care must be taken however that physical expression of affection are not excessive or imposed upon another individual.
- Employees and volunteers will abide by the Bathroom Procedures for infants and children.
- When children or youth are transported by an employee or volunteer for church activities, vehicles should whenever possible include two adults. Car seats or seatbelts must be used as required by law.
- All drivers shall be at least 21 years old and have proof of a valid driver's license and insurance on file.
- Employees and volunteers will abide by the Sleepover Procedures.
- Employees and volunteers who undertake the special responsibility of working with the children and youth of First Presbyterian Church shall not violate the trust of this responsibility by engaging in acts of sexual misconduct.
- Parents will provide written information about who may pick up any child under the age of eight.
- Permission slips are required for all off-site activities. Permission slips for all church activities will incorporate the requirements of this policy.

Bathroom Procedures for Assisting Children when on Site

- **Infant, Toddler, 2 year olds, 3 year olds:**
Diapering should be done in diaper stations and in the close proximity to other care providers; bathroom doors must remain open.
- **2 and 3 Year Olds:**
Bathroom doors should remain open in bathrooms with stalls; child may require assistance.
- **4 and 5 Year Olds:**
Permission granted to use facility; bathroom doors should remain open in bathrooms with stalls; child may require some assistance.
- **Kindergarten through 5th Grade:**
Permission granted to use facility; unless special help is required, care provider should (if accompanying the child) wait outside the bathroom door after they have checked to see if any adults are already in the bathroom. If another adult is using the bathroom, the child should wait until they have left the bathroom so that the child can use the bathroom in private.

Sleepover Procedures

- All sleepovers must be approved by the appropriate ministry team.
- Employees and volunteers must have written permission and information for each participant including where parents can be reached during the sleepover.
- The Two Person Rule must be followed. A minimum of one adult for every eight students will be required for all sleepovers.
- As long as any youth is still awake one of the leaders must also be awake to ensure monitoring of appropriate behavior.
- Appropriately modest sleeping attire must be worn.
- Boys and girls must sleep in separate rooms properly supervised by same gender leaders.

Showers

- Shower facilities will be monitored by leaders of the same gender.
- Adults will use shower facilities privately with no students in the restroom facilities.

Explanation of Terms:

For the purpose of this Child Protection Policy:

- "Abuse" includes, but is not limited to, directly injuring or excessively punishing a child; placing a child in a situation in which they will likely be injured or emotionally-verbally abused.
- "Sexual abuse" or "sexual misconduct" includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.
- "Employee" is a comprehensive term used to cover individuals who are hired or called to work for the church for salary or wages.
- "Volunteer" is a term used for those who provide services (for the church) and who receive no benefit or remuneration.
- "Program Staff member" is the term used for non-ordained employees responsible for the education, music and youth programs of First Presbyterian Church.
- "Supervision" includes direct observation or control of activities and may include windowed doors.

Accountability:

- Each Program Staff member is responsible for enforcing the Child/Youth Protection Policy as it pertains to his or her program area. The Director of Christian Education shall guide Program Staff members should questions arise regarding this policy.
- All employees and volunteers who work with children and youth shall be required to sign this policy, acknowledging that they have read this policy and agree to abide by it.

Reporting Procedures-Allegations of Misconduct:

A person who has reason to believe that misconduct governed by this policy has occurred shall immediately report such information to a Pastor or Program Staff member. It is First Presbyterian Church's policy to report all allegations of abuse of children to the appropriate governing authority, as required by law. By law, reports of abuse are strictly confidential. First Presbyterian Church will cooperate fully with government authorities in the investigation of allegations of child sexual abuse.

I have read this policy and agree to abide by this policy.

Signature: _____

Date: _____

Please Print Name: _____