

**AFFIDAVIT FOR YOUTH & CHILDREN'S MINISTRY VOLUNTEER  
APPLICANTS OF THE GRACEPLACE~DUNCANVILLE CHURCH OF CHRIST**

The purpose of this affidavit is solely for the safety of our children. The information below will be kept confidential. Listing an exception below will not necessarily preclude you from serving in our Youth or Children's Ministry. Your honest communication regarding any questionable matter will enable our mutual dialogue to clear up any possible concerns. We appreciate your desire to serve in our Youth or Children's Ministries, and hope that you will understand the realities that make such an inconvenience necessary.

**I affirm that I have never (personally or publicly) been reported, charged with, convicted of, censured, or sued for any conduct or matter involving ANY:**

- Felony
- Sexual misconduct
- Child neglect
- Child abuse
- Lewdness, indecency, or pornography
- Unfitness as a parent or custodian
- Violation of a court order

**Except the following** (Describe ALL incidents with date and location) (if none, write NONE):  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature of notary: \_\_\_\_\_ My commission expires: \_\_\_\_\_

**REQUEST FOR CRIMINAL HISTORY AND CENTRAL REGISTRY CHECK**

For the safety and well being of our children, any person 14 years of age or older, who will be volunteering in any of the Youth or Children's Ministries of The GracePlace~Duncanville Church of Christ, must submit to this background check.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Other Names (married, maiden, etc.)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street City State Zip Code

List all cities and states where you have previously resided:  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE**

**SafePlace  
Volunteer  
Application**

**We appreciate your willingness to serve the minors who visit or are part of The GracePlace~Duncanville Church of Christ. Please read carefully the SafePlace policies and procedures outlined in this publication before submitting your application to serve in our Youth and Children's Ministries.**

**Items of Importance:**

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*SafePlace*

*Guidelines for Working with Minors  
The GracePlace~Duncanville Church of Christ*

**GracePlace SafePlace Child Safety Assurance Plan**

As Christ's servants our goal is to teach, nurture, and care for all our children. We want The GracePlace to be a SafePlace for kids of all ages. Scripture gives Christians a special responsibility to care for the defenseless. Jesus condemns those who would harm a "little one" (Matthew 18:6). James reminds us to care for the orphans and widows in their distress (James 1:27). Unfortunately, we live in a world that is not always a safe place for our kids. Child abuse strikes children from every social background, race, and age. Abuse can take many forms, from neglect to emotional, physical, and sexual abuse. Sadly, this abuse often occurs in settings where children completely trust adults. In a large church setting such as ours, it is difficult to know the motive of every adult seeking to be involved with our children. For this reason we have established certain guidelines to protect our children while they participate in events sponsored by The GracePlace. Pages 1 and 2 of this publication are for your information. Please keep them for future reference. Pages 3 and 4 may be detached and returned to us as your application to participate in our Youth & Children's Ministry.

### Guidelines for Volunteers

- TWO ADULT RULE** requires that more than one adult accompany minors on all activities.
- PLAIN VIEW RULE** requires that adults and minors should never be in areas that are out of view of the general public. Private conversations should be held in open areas with visual monitoring available.
- SIX MONTHS RULE** requires that an individual be a member of The GracePlace for at least six months before working with minors.
- PARENTAL PERMISSION** for any exceptions to the "Two Adult" or "Plain View" rules must be provided in writing and approved in advance by church staff. Exceptions will be rare.
- SUSPICIOUS BEHAVIOR** must be reported immediately to activity supervisor, appropriate minister, or elder so that the situation can be investigated.

### Guideline Violation Protocol

- Immediate reminder** of policy guidelines by activity supervisor.
- Dismissal** from activity if violation continues or is repeated.
- Additional measures** taken if deemed necessary. (See Abuse Allegation Protocol.)
- Policy reviewed in writing** prior to any future involvement.

### Screening Procedure

- Prospective workers will submit an **APPLICATION** that includes name, address, social security number, driver's license number, date of birth, states of residence, criminal history, abuse history, and an authorization for release of personal records.
- A designated staff person will conduct a **PERSONAL INTERVIEW** with applicant. This interview will review information on the application and clarify any questions about the Child Safety Assurance Plan. The interviewer will also ask about any history of childhood abuse. If deemed necessary by interviewer, an additional interview will take place with another staff person or counselor.
- The church will **CHECK REFERENCES** provided by the applicant. These can include personal references provided, previous church, other volunteer agencies, or anyone who might provide needed clarification.
- A **CRIMINAL BACKGROUND CHECK** from files maintained on applicant, whether local, state, or national will be obtained.

### Abuse Allegation Protocol

- All allegations will be taken seriously.
- The allegation reporting line will be as follows: supervisor of activity, appropriate church staff member, Sensitivity Team\*, and elders. No other church members are to be contacted.
- Elders or designated staff person will contact civil authorities as directed by law, if deemed necessary.
- Parents will be contacted.
- Allegations and response to allegations will be documented.
- Do not confront the accused until safety of child and evidence has been secured.
- The accused will be removed from all activities involving minors pending investigation.
- Designated person will prepare written statement for press and convey news to congregation if deemed necessary. Safeguard the privacy and confidentiality of all involved.

\*A special Sensitivity Team (elders wives or appointed females) will be available to assist females.



*We appreciate your understanding of the need for reference and background checks on all our applicants.*



*Thank you for taking the time to complete this form. Please know that the following information will be confidential and only shared with appropriate staff.*

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Pager: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Work Status: Part Time \_\_\_\_\_ Full Time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Other \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_  
 Previous Church (if new member): \_\_\_\_\_  
 Contact Person (previous church): \_\_\_\_\_

### Authorization to release personal information

The information contained herein is correct to the best of my knowledge. I authorize any references or churches listed to give you information (including opinions) that they may have regarding my character and fitness to supervise and/or work with minors. In consideration of the receipt and evaluation of this information sheet by The GracePlace~Duncanville Church of Christ, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, 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 account of compliance or any attempts to comply, with this authorization. I waive any rights that I have to inspect any information provided about me by any person or organization identified by me.

Furthermore, I hereby agree to allow any law enforcement agency to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release any law enforcement agency from any and all liability resulting from such disclosure.

Should I be allowed to work in The GracePlace Youth and Children's Ministry, I agree to abide by the published guidelines, and to refrain from unscriptural conduct in the performance of my service on behalf of The GracePlace~Duncanville Church of Christ.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legal binding agreement which I have read and understand.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_ Date: \_\_\_\_\_

### References

#### Reference #1

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

#### Reference #2

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

#### Comments (For office use only)

Ref. checked   
 \_\_\_\_\_  
 \_\_\_\_\_

#### Comments (For office use only)

Ref. checked   
 \_\_\_\_\_  
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