

# Oakmont Baptist Church

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## Working with Minors Policy

### Purpose

Oakmont Baptist Church (hereinafter “Oakmont”) must always be the safest place possible for Minors to grow in their faith and for those Adults who provide care, teaching, and guidance to them. In order for our church family to achieve that objective and to protect the total church community, this Working with Minors Policy (hereinafter “Policy”) has been established and adopted by Oakmont.

### Definitions

The following definitions apply in this Policy, whether or not the individual is a Member of Oakmont, and mean and refer to the following when used throughout this Policy:

1. Minor—Individuals under 18 years of age including all preschoolers, children, and youth.
2. Preschooler—Individuals from birth through Kindergarten.
3. Child—Individuals in the 1st through 5th grades.
4. Youth—Individuals in the 6th through 12th grades.
5. Adult—Individuals 18 years old or older.
6. Associate Member—Individuals who wish to affiliate with this church in a “Watch-Care” relationship, such as a student, or one who has experienced “Infant Baptism” only, in accordance with our Church By-Laws.
7. Member—Individuals who are members of Oakmont Baptist Church, in accordance with our Church By-Laws.
8. Worker—Adults who work with minors, including both paid and volunteer workers.
9. Oakmont Baptist Church (OBC) Ministry—Ministry consisting of spiritual, education, physical and emotional guidance for members and visitors through Sunday School, Music, Woman’s Missionary Union, Baptist Men, Discipleship Training Groups, Youth classes, Worship, etc.
10. Oakmont Community Center (OCC) Ministries—Ministry consisting of spiritual and educational guidance through programs of mentoring; such as, Backyard Buddies, Oakmont Medical Clinic, STEPS - Christian Women’s/Men’s Job Corp, mentors, etc.

## Worker Eligibility

The eligibility of all individuals to serve as Workers (excluding ministerial staff) shall be determined and assessed through the process and requirements set forth below. There will be an initial determination of eligibility of all Workers. Eligibility of any and all Workers is continuing in nature and is subject to re-assessment as needed.

1. All Oakmont Baptist Church Workers must be an Adult Member or Associate Member. All Oakmont Baptist Church Workers must have been active at Oakmont for at least six months as determined by a Ministerial Staff member and the Business Administrator.
2. Oakmont Community Center Ministries volunteers do not have to be members of Oakmont Baptist Church.
3. All Workers must complete the application process. The Business Administrator shall maintain all applications in a secure and confidential manner.
4. Criminal background checks are required for all Worker applicants. The criminal background checks shall be conducted by an outside agency. Oakmont reserves the right to update criminal background checks for any Worker on an ongoing basis.
  - a. Any individual applying to become a Worker who has been previously charged with or has a pending criminal charge or convicted of a crime with the exception of a minor motor vehicle violation has an affirmative duty to report this charge or conviction immediately to a Ministerial Staff member.
  - b. Any applicant with a prior criminal charge or conviction with the exception of a minor motor vehicle violation must meet with a Ministerial Staff member before becoming eligible to serve as a Worker. The capacity and eligibility of the applicant to serve as a Worker shall be determined by a Ministerial Staff member in consultation with the Business Administrator.
  - c. Applicants who are Adult survivors of child abuse must meet with a Ministerial Staff member before serving as a Worker. The capacity and eligibility of the applicant to serve will be determined by a Ministerial Staff member in consultation with the Business Administrator.
  - d. Any approved Worker charged with a crime with the exception of a minor motor vehicle violation has an affirmative duty to report this charge immediately to a Ministerial Staff member.
  - e. Any approved worker is suspended, until final adjudication of charges, from volunteering/participating in Oakmont Baptist Church and Oakmont Community Center Ministries. Final adjudication includes a judgment has been rendered and any probation/community service has been completed.
  - f. Any applicant ruled ineligible or suspended worker found guilty of the criminal charges must go through the entire application process after a six (6) month period from date of rejection of application or final adjudication of criminal charges.

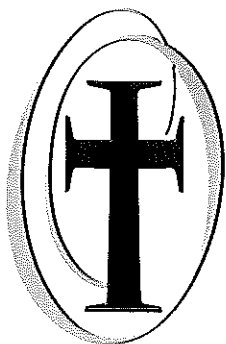
5. Any Worker deemed eligible through the process set forth herein shall receive a copy of this Policy as well as a copy of the Working with Minors Procedures (hereinafter "Procedures"). The Worker shall sign a form acknowledging the following:
  - a. receipt of the Policy and Procedures;
  - b. has read and understands the Policy and Procedures;
  - c. agrees to follow the Policy and Procedures at all times.
6. Oakmont reserves the right to implement and require any additional process or requirement that is deemed necessary by appropriate church staff to determine or assess whether an individual is eligible to serve or to continue to serve as a Worker for the furtherance of the stated purpose of this Policy.

## General Policies

1. The Procedures must be followed at all times.
2. There must be two Workers present with Minors at all times.
3. There may be rare exceptions when less than two Workers will be present with Minors. \*\*\*If mentoring one-to-one is necessary, mentoring will be done in a room with open door for participant and mentor to be visible at all times. Under these circumstances the appropriate church staff will obtain written permission from a parent/guardian in advance.
4. There shall be no inappropriate behavior between Workers and Minors. Inappropriate behavior includes, but is not limited, to:
  - Massaging a Minor
  - Youth sitting in the lap of a Worker
  - Kissing
  - Sexual contact of any nature
  - Inappropriate touching
  - Relating stories or jokes of a sexual nature
  - Unusual or inappropriate attention paid to any Minor by a Worker
  - Allowing a Minor to view videos or written material with sexual content or overtones
  - Obscene or harassing communication (including: phone calls, text messages, emails, etc.)
  - Exhibitionism
  - Verbal comments of a sexual nature or innuendos
  - Striking a minor
  - Corporal punishment.

## Reporting Procedures

1. Any violation of the Policy and Procedures must be reported immediately to a Ministerial Staff member and the Business Administrator.
2. An Incident Report Form must be completed and filed in the Business Administrator's office for documentation of any reported violations of the Policy and Procedures.
3. Once a violation has been reported, a Ministerial Staff member, assigned by the Associate Pastor, and Business Administrator will immediately investigate the matter and take the appropriate action.
4. The investigating Ministerial Staff member and the Business Administrator will meet with a Worker accused of a violation of the Policy and Procedures. Upon completion of the investigation substantiating a violation of the Policy and Procedures by the investigating staff members, any of the following actions may occur:
  - a. a warning will be issued to the Worker, if warranted.
  - b. if warranted, additional training, supervision, or monitoring may be required.
  - c. a violation of sufficient gravity will result in immediate suspension/termination of the Worker's eligibility.
5. If necessary, instances will be reported to the appropriate authorities as required by law.
6. Oakmont reserves the right to implement and require any additional process or requirement that is deemed necessary by appropriate church staff to determine or assess whether an individual is eligible to serve or to continue to serve as a Worker for the furtherance of the stated purpose of this Policy.



# Oakmont Baptist Church

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## Working with Minors Procedures

### Introduction

Oakmont Baptist Church must always be the safest place possible for minors to grow in their faith and for those adults who provide care, teaching, and guidance to them. In order for our church family to achieve that objective and to protect the total church community, a *Working with Minors Policy* has been established and adopted by Oakmont. One stipulation is that workers will receive copies of the *Working with Minors Policy*, the *Working with Minors Procedures*, and acknowledge their receipt of these documents and willingness to follow their guidelines.

### Arrival

1. Arrive 20 minutes before your class start time.
2. Be sure the room is inviting and safe.
  - open blinds
  - turn on lights
  - check that tables, chairs, and other items are in good repair (report any problems to your director)
  - wash your hands
  - set up any needed equipment and activities
  - keep door closed
3. Please wear your nametag.
4. Greet parents and children at the door.
5. Check to ensure that each child has a security sticker. If a family is first time guests, help them find the Division Director who can help them fill out the "Guest Registration" form.
6. Preschool Area:
  - for security, ask parents to remain in the hallway
  - hang personal items in designated area
  - welcome child to the classroom
7. Update attendance sheet located on a clipboard near the door. Place a "P" in the block by the name of each child and teacher. List any guests at the bottom of the form

## Departure

1. Match the number on the parent's security tag to the number on the child's security tag before releasing a child to a parent.
2. Return your nametag.
3. If no one is using the room immediately after you...
  - Be sure the room is secure and safe.
  - close blinds
  - clean up any spills and residue from activities
  - close the door
  - Preschool Area: spray all toys with disinfectant

## Changing Diapers

1. Do not place a sheet on the changing table.
2. Wash hands.
3. Place a sheet of wax paper on the pad of the changing table.
4. Put on gloves.
5. Change diaper and place soiled diaper in a single use bag.
6. Place gloves in bag with diaper and securely tie.
7. Place bag in covered waste container.
8. Wash hands again.

## Using Cribs

1. Place a clean sheet in the crib
2. Place the baby on his or her back in the crib.
3. Do not have other objects in crib (such as toys, blankets, etc.).
4. After taking child from crib, place the used sheet in the basket near the washer/dryer (as soon as possible).
5. Do NOT put a new sheet in the crib. Leave empty.

## Snacks

1. In the preschool area, Oakmont provides a snack (goldfish, vanilla wafers, or crackers) and cups for water on Sunday mornings.
2. Additional food items should be related to the lesson and age appropriate.
3. If providing additional food items, an allergy alert notice should be placed on the door prior to the start of the 9:40 Sunday School Hour.
4. Discard all items in the wastebasket, and clean up any spills.
5. Do not store opened containers of soft drinks; they will go flat before the next week.

## **Security (General)**

1. Preschoolers, Children, and Youth should remain in their classrooms or with their teachers for the entire teaching session.
2. Preschoolers and Children must be dropped off and picked up by a parent.
3. Classrooms will be available at least 10 minutes before scheduled activities begin; therefore, parents should be prepared to remain with their preschoolers and children until such time.
4. Youth should be in designated areas during approved activities.

## **Security (Preschool Area)**

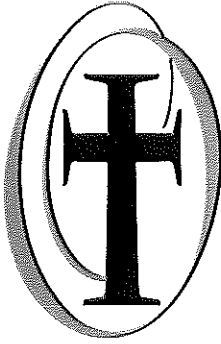
1. Only approved teachers are to be in the classroom.
2. Two approved adults must be with minors at all times.
3. If one teacher must step out, another approved worker should be asked to help out temporarily.
4. When taking children to the rest room...
  - an adult should not be in the stall with a child
  - the door should be left open if only one adult is present
  - a group rest room time may be appropriate at the beginning of the session
  - encourage parents to take children to the rest room before classes and/or worship
5. Preschoolers must be dropped off and picked up at the classroom (not outside or at another location).
6. If the class leaves the room (to go to the playground or to another site in the building) a sign should be placed on the door indicating location.
7. Only appropriately aged preschoolers should be in the classroom.

## **Security (Children's Area)**

1. Children in 5<sup>th</sup> grade and younger must be escorted by a parent to their classroom.
2. Children in 5<sup>th</sup> grade and younger must be picked up by a parent at their classroom.
3. An adult should accompany all children to the rest room and remain outside.
  - an adult should not be in the stall with a child
  - the door should be left open if only one adult is present
  - a group rest room time may be appropriate at the beginning of the session
  - encourage parents to take children to the rest room before classes and/or worship
4. Only appropriately aged children should be in the classroom







# Oakmont Baptist Church

## Working With Minors Application

### General Information

Date (mm/dd/yyyy) \_\_\_\_\_

Full Name (last, first middle) \_\_\_\_\_

Goes By Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Date Joined Oakmont (mm/dd/yyyy) \_\_\_\_\_

### Ministry Interests *Please Check All That Apply*

#### ***Ages Interested in Leading***

- |  |   |
|--|---|
| <input type="checkbox"/> Nursery (babies & toddlers)   | <input type="checkbox"/> Tweens (grade 6)             |
| <input type="checkbox"/> Younger Preschool (ages 1-3)  | <input type="checkbox"/> Younger Youth (grades 7 & 8) |
| <input type="checkbox"/> Older Preschooler (ages 4-5)  | <input type="checkbox"/> Middle Youth (grades 9 & 10) |
| <input type="checkbox"/> Younger Children (grades 1-3) | <input type="checkbox"/> Older Youth (grades 11 & 12) |
| <input type="checkbox"/> Older Children (grades 4-5)   |   |

#### ***Organizations Interested in Leading***

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Sunday School    | <input type="checkbox"/> Music Groups   | <input type="checkbox"/> Mission Groups          |
| <input type="checkbox"/> Bible Studies    | <input type="checkbox"/> Recreation     | <input type="checkbox"/> Special Needs Education |
| <input type="checkbox"/> Backyard Buddies | <input type="checkbox"/> Medical Clinic | <input type="checkbox"/> Tuesday Night Ministry  |
| <input type="checkbox"/> STEPS/CWJC       |   |  |

#### ***Groups You Regularly Attend***

- |  |  |
|--|--|
| <input type="checkbox"/> 8:20 Sunday School        | <input type="checkbox"/> Spiritual Formation Group |
| <input type="checkbox"/> 9:40 Sunday School        | <input type="checkbox"/> Prayer Group              |
| <input type="checkbox"/> 11:00 Sunday School       | <input type="checkbox"/> Mission Organization      |
| <input type="checkbox"/> 9:40 Worship              | <input type="checkbox"/> Other (please list)       |
| <input type="checkbox"/> Emerge Worship Experience |  |

## Education and Training

Please list any training, education, or other factors that have prepared you to work with minors

Please list any medical training:

CPR Certified  
Certification Expires (mm/dd/yyyy) \_\_\_\_\_

CPR Certified  
Certification Expires (mm/dd/yyyy) \_\_\_\_\_

## Local Personal References *Over 18 and Not Related*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Connection \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Connection \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Connection \_\_\_\_\_

## Your Faith Story

Briefly describe your relationship with Jesus Christ:

### General Questions

The following questions are related to our *Working With Minors Policy* and are designed to help us provide a safe and secure environment for our minors and for the protection of our volunteers. All information is held strictly confidential. Answering "yes" to any question may not necessarily preclude your involvement in our ministry with minors.

- No  Yes Have you had any painful experiences in your life that may have better equipped you for or hinder you in a productive ministry with children?
- No  Yes Would you like to meet with a minister regarding this circumstance?
- No  Yes Are there any circumstances involving your life-style or your background that would call into question your ability to work with children?
- No  Yes Are you an adult survivor of child abuse? *(Those answering "yes" must meet with the Pastor and/or Business Administrator before becoming eligible to serve as a Worker. The capacity and eligibility of the applicant to serve as a Worker shall be determined by the Pastor and/or Minister of Administration.)*
- No  Yes Have you ever been treated for or hospitalized for alcohol or other substance abuse?
- No  Yes Have you had a prior criminal charge or conviction relating to or affecting a Minor? *(Those answering "yes" must meet with the Pastor and/or Business Administrator before becoming eligible to serve as a Worker. The capacity and eligibility of the applicant to serve as a Worker shall be determined by the Pastor and/or Minister of Administration.)*

If you answered "yes" to any of the above questions, please explain:

## Application Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or other organizations listed in the application to provide any information they may have regarding my character and fitness for working with minors and I release all such references from liability for any damage that may result from furnishing such evaluations to Oakmont Baptist Church, Inc.

I agree to follow the *Working With Minors Policy* and the *Working with Minors Procedures* of Oakmont Baptist Church, Inc.

I agree to refrain from unscriptural conduct in the performance of my services on behalf of Oakmont Baptist Church, Inc.

I have completed the required on-line form for a criminal background check. By completing this form I have authorized that any information, which pertains to, any record of convictions contained in police files or any criminal file maintained on me, whether national, state, or local, be released to the Oakmont Baptist Church, Inc. In so authorizing, I release any Police Departments, Oakmont Baptist Church, Inc., and those individuals receiving the results of the check from any and all liability resulting from the check from such disclosure.

I understand that the personal information obtained will be held in a confidential and secure manner.

**Signature** \_\_\_\_\_

**Date** (mm/dd/yyyy) \_\_\_\_\_

## For Office Use

### Application

Reviewed       Approved Date \_\_\_\_\_       Approved By \_\_\_\_\_

### Criminal Background Check

Completed       Date \_\_\_\_\_       By \_\_\_\_\_

### Working with Minors Policy

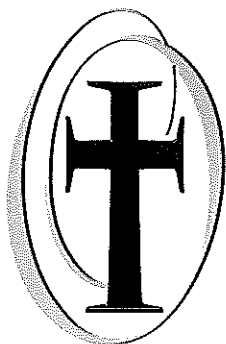
Provided       Date \_\_\_\_\_       By \_\_\_\_\_

### Working with Minors Procedures

Provided       Date \_\_\_\_\_       By \_\_\_\_\_

### Working with Minors Receipt of Information Form

Received       Date \_\_\_\_\_       By \_\_\_\_\_



# Oakmont Baptist Church

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## Working With Minors Receipt of Information Form

### Explanation

Oakmont Baptist Church must always be the safest place possible for minors to grow in their faith and for those adults who provide care, teaching, and guidance to them. In order for our church family to achieve that objective and to protect the total church community, a *Working with Minors Policy* has been established and adopted by Oakmont. One stipulation is that workers will receive copies of the *Working with Minors Policy*, the *Working with Minors Procedures*, and acknowledge their receipt of these documents and willingness to follow their guidelines.

### Acknowledgement

By signing below I acknowledge the following:

1. I have received the *Working with Minors Policy*.
2. I have received the *Working with Minors Procedures*.
3. I have read and understand the *Policy* and *Procedures*.
4. I agree to follow the *Policy* and *Procedures* at all times.

Signature \_\_\_\_\_

Print Full Name \_\_\_\_\_

Date \_\_\_\_\_

