

Crossview Church
Child and Youth Protection Policy

- A. Definitions. As used in this policy, the terms listed below shall be defined and understood to mean as follows:
1. "Church" shall mean Crossview Church
 2. "Worker shall mean a person selected to serve in children's or youth ministry at the Church, not including full time staff.
 3. "Primary Worker" shall mean a Worker serving in a teaching and/or an oversight/supervisor capacity.
 4. "Secondary Worker" shall mean a Worker serving in a non-teaching or non oversight capacity, such as a nursery worker or a person supporting a Primary Worker.
 5. "Screening" shall mean the conducting of a criminal background check on an applicant to see if the applicant has been convicted of criminal sexual abuse or other related offenses.
 6. "Application Form" or "Form" shall mean the form attached hereto that requests background information on an applicant and gives the applicant's consent for the Church to conduct appropriate reference checks, and Screening if determined necessary.
- B. Effective Date/Applicability
1. This policy shall become effective September 1, 1999 and shall continue until duly amended, replaced or discontinued by the Church elders.
 2. The provisions of this policy in regards to Worker qualifications (Section C) and the application and review process (Section D) shall be applicable to the applicants who have protection policy in effect prior to that date.
 3. This policy applies to every individual 18 years or older who desires to serve in children's or youth ministry. Individuals under age 18 who desire to assist may do so, but only in an informal capacity and under the direct supervision of a Primary Worker.
- C. Qualifications for Worker Selection
1. A Worker applicant must have attended the Church regularly for at least six months prior to being considered for children's or youth ministry. The applicant shall provide as at least one of the references on the application Form the name of a Church member who knows the applicant and can verify his or her level of attendance. As a guideline, regular attendance is generally considered to mean having attended Church and/or an age appropriate Sunday school class or Church-sponsored small group at least 15-20 times over the six month period. The purpose of this requirement is to ensure the Worker has established the strong supportive relationships necessary for the effective ministry and to provide time for the worker to become known and trusted by others in the Church.
 2. In addition, A Primary Worker must have first been accepted into Church membership and be a member in good standing at the time of application.
 3. All Workers shall have first submitted a completed Application Form before being considered for selection.
 4. Any applicant or Worker who has been convicted of child and sexual abuse shall be disqualified from serving as a Worker.

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D. The Application Review Process

1. Upon completing six months of regular attendance (see Section A.1), an applicant shall complete, sign and submit the Application Form. All required information shall be provided on the Form, including background references.
2. The application review process shall consist of:
 - a. Review of the applicant information in the Form. Completed Forms shall be reviewed by:
 - 1.) In the case of children's Worker applicants, by the Church elder responsible for children's ministry. The responsible Church elder may also designate the children's coordinator to review applicant's Forms.
 - 2.) In the case of youth Worker applicants, by the Church youth pastor.
 - b. Contacting the two background references provided by the applicant. The calling of references listed on the Form may be delegated to the church secretary provided, however, that the secretary shall have access only to the personal and background references provided by the applicant.
 - c. Cross referencing the applicant's name with the lists of known, registered child sexual offenders maintained by the Sycamore and DeKalb police departments. Names from the current list shall be obtained from the police at least every six months by an appropriate Church representative and given to the elder responsible for children's ministry.
 - d. Approval of the applicant by the Church elders. Upon satisfactorily completing the above parts of the review process, the applicant's name shall be submitted to the Church elders by the individual responsible for reviewing the application. The decision of the elders shall be communicated via the youth pastor or the children's ministry coordinator to the applicant.
3. If, during any part of the application review process, significant concerns or questions arise about an applicant's suitability to serve as a Worker, such concerns or questions shall be referred to the elders for evaluation. If deemed appropriate by the completeness or accuracy of the information provided and/or the applicant's suitability to work with children or youth. Further information shall be sought by further questioning the applicant, contacting other background references and, if the elders deem appropriate, by Screening of the applicant. Criminal background checks shall be made using a professional, third party firm experienced in making such checks.
4. The review process shall be completed, whenever possible, within two (preferably one) months of applicant's submission of the Application Form.
5. Application Forms submitted for review, and the information they contain, shall be considered confidential. Access to the Form shall be limited to the senior pastor, youth pastor, the elders and the children's ministry coordinator, except that background references provided may be made available to the church

secretary solely for the purpose of contacting the references provided. Submitted Forms shall be kept in a confidential secure file in the Church office.

E. Worker Training

1. Within six months of starting in children's or youth ministry, a Primary Worker shall attend an informational meeting explaining the Church's child and youth protection policy and procedures the Church follows to prevent child abuse. A Secondary Worker shall be encouraged to attend such a meeting within one year of starting.
2. These informational meetings shall be organized and scheduled by the children's ministry coordinator and/or the youth pastor.

F. Handling of Complaints or Allegations of Abuse

Appropriate response to complaints or allegations of child abuse depends on the circumstances surrounding the referral. As there are many different possible circumstances, the following general guidelines shall be applied with discretion:

1. Confidentiality. Allegations shall be handled as discreetly and confidentially as possible to protect the privacy of all the those allegedly involved as well as the sensitivity of other children or youth.
2. Immediacy. Allegations shall be responded to immediately after the alleged incident (within the same hour or day if possible) to contain potential damage, to gather relevant information while it is still fresh and to underscore the Church's commitment to deal promptly with such incidents.
3. Team Response. Whenever possible, two Church representatives not involved in the allegation should be present to listen to allegations. Appropriate church representatives include pastors, elders, and the children's ministry coordinator.
4. Parental Involvement. The alleged victim's parents or guardians shall be present with church representatives meet with the alleged victim to clarify the circumstances surrounding the allegations.
5. Objectivity/Impartiality. Church representatives responding to an alleged incident shall avoid taking sides, rendering a judgment or admitting Church responsibility /guilt in the presence of the alleged victim or perpetrator. Their role is to establish and clarify the facts surrounding the allegations.
6. Documentation. Church representatives responding to an alleged incident shall promptly document their finding with a brief written summary of the facts, including dates, names of those involved and actions taken. The summary shall be passed to those to whom follow up is delegated.
7. Delegation. Once the immediate facts of an alleged incident are gathered, the Church representatives shall refer the incident to the to the senior pastor, or alternatively, the had of the elder board, for appropriate follow up.

G. Allowance For Changes in Children's Ministry Representatives

If and when the church appoints a full-time children's' ministry pastor, the responsibilities in this policy assigned to the children's ministry coordinator and/or the elder responsible for children's ministry shall automatically be transferred to the children's ministry pastor. This from is to be complete by all applicants for any volunteer position involving the teaching, supervision or custody of children. Its purpose is to help ensure a safe, secure environment for those children and youth who participate our Church's programs and use our facilities.