

**PROTECTION OF CHILDREN, YOUTH AND VULNERABLE ADULTS
POLICY STATEMENT COVER SHEET**

NAME OF CHURCH *Good Shepherd United Methodist Church of the North*

ADDRESS *Mailing: 149 W. Robinson Lake Road, Roscommon, Michigan 48653*

PHONE NUMBER *(989) 275-5577*

PROTECTION COMMITTEE MEMBERS:

Pastor in charge	<i>(989) 821-6056</i>	<i>Rev. James C. Noggle</i>
Staff Parish Relations Chairperson	<i>(586) 871-3239</i>	<i>Linda Udy</i>
Christian Education Team Leader	<i>(989)</i>	
Director of Youth Ministry	<i>(810) 874-1933</i>	<i>John McKay</i>
Board of Trustee Rep.	<i>() -</i>	<i>_____</i>
Ad/Council Rep.	<i>() -</i>	<i>_____</i>

ATTORNEY/CONF. CHANCELLOR *Renard J. Kolasa*
Couzens Lansky 39395 W. 12 Mile Rd. #200 Farmington Hills, MI 48331

PHONE NUMBER OF ATTORNEY *(248) 489-4156*

NAME OF INSURER *Church Mutual Insurance Company*

AGENT *Andy Sherrington*

PHONE NUMBER *(800) 554-2642*

MICHIGAN DEPARTMENT OF HUMAN SERVICES *(855) 444-3911*

POLICY ADOPTED **Ad/COUNCIL:** *3-7-2016*

AFFIRMED: *Good Shepherd UMC of the North Church Conference* *9-17-16*
(Date)

Protection Policies & Procedures of the Good Shepherd United Methodist Church of the North

Policies and procedures for the protection and prevention of abuse of vulnerable persons adopted by the Good Shepherd Methodist Church of the North (GSUMC) Administrative Council and Board of Trustees.

The insurance provider, Church Mutual has notified the staff of the GSUMC of increasing risk of liability exposure to sexual abuse incidents involving vulnerable persons. Although no specific incidents occurred at the Church, the staff agreed to follow the insurer's recommendations to review and update existing policies.

Using the Safe Sanctuaries (c) materials provided by the General Board of Discipleship for the United Methodist Church, the Safety Policy Task Force affirmed that God wants churches to be safe places that provide protection from abuse to all vulnerable persons, including children, youth, and adults with special needs or circumstances. The task force met to review existing policies and procedures, conduct research and training on Safe Sanctuaries (c), and update policies and procedures for presentment to the Church's Ad/Council and Board of Trustees (Church BOT).

By majority vote, the Church Ad/Council and BOT have adopted these policies and procedures for the protection and prevention of abuse of vulnerable persons (Protection Policies & Procedures).

STATEMENT OF COVENANT:

As a Christian community of faith and a Methodist congregation, we pledge to reasonably protect our vulnerable persons and those certified by the Church to work with them. We will use reasonable safety measures in the selection and recruitment of all workers (paid or volunteer); we will provide general awareness training to the members and constituents of the Church even though they might not work directly with vulnerable persons; we will seek to educate and certify those authorized to work with vulnerable persons in the use of the Protection Policies and Procedures; we will have a clearly defined procedure for reporting actual or suspected incidents of abuse that conforms to the requirements of state law; and we will be prepared to respond to victims and alleged perpetrators of abuse, and media inquiries, if an incident occurs.

In all of our ministries, including those with vulnerable persons, we are committed to demonstrating the love of Jesus Christ so that each person will be "surrounded by steadfast love,... established in the faith, and confirmed and strengthened in the way that leads to life eternal" ("Baptismal Covenant II," United Methodist Hymnal, p. 44).

GOALS & DEFINITIONS:

The goals of the Protection Policies and Procedures are:

1. To promote a safe and nurturing environment for all vulnerable persons who participate in ministries or activities sponsored by the Church;
2. to protect the Church's vulnerable persons from abuse;
3. to protect those certified by the Church to work with vulnerable persons from false accusations of abuse; and
4. to minimize potential liability to the Church as recommended by the insurer, and by the General Conference and the Detroit Annual Conference of the United Methodist Church (UMC).

DEFINITIONS:

Vulnerable person includes all children, all youth, and any adult, who because of age, developmental disability, mental state, or physical handicap, requires supervision or personal care, or lacks the personal and social skills required to live independently, or who temporarily may be vulnerable to abuse due to circumstantial factors such as illness or a major life-changing event.

Abuse includes;

Harm (actual harm or threatened harm to a vulnerable person's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment);

Neglect (the intentional failure to provide basic needs or to intervene in situations that expose the vulnerable person to known risks of harm);

Bullying (any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm someone either directly or indirectly by doing any of the following: substantially interfering with their opportunities, benefits, or programs involving the Church; adversely affecting their ability to participate in or benefit from the programs or activities of the Church; or placing the individual in reasonable fear of physical harm or causing substantial emotional distress; having an actual or substantial detrimental effect on their physical or emotional health; or causing substantial disruption or interference with the orderly operation of the programs or activities of the Church); or

Human trafficking (a form of modern-day slavery in which people profit from the control and exploitation of others).

CHURCH'S PROTECTION COMMITTEE: (COMMITTEE)

A group of people, consisting of the director of children's ministry (or Chairperson of Christian Education), the director of youth ministry, the lead worker for any special needs program, a representative of each of following: staff parish, the Church BOT, administrative council, and the education committee; the senior pastor, and legal counsel shall make up a body known as the Protection Committee (the Committee) and it shall be responsible for overseeing the Protection Policies and Procedures.

The Committee will assign to one or more of its members the responsibilities of:

1. reviewing all forms submitted by applicants for certification,
2. disseminating Policy and Procedures,
3. providing education, training, updates, and review of the procedures,
4. maintaining confidentiality and storage of forms and details of incidents,
5. honoring the due process rights of those accused of abuse,
6. responding to incident reports including reports to the Michigan Department of Human Services and the police,
7. arranging the confidential removal of the accused person from further contact with vulnerable persons,
8. providing assistance to the abused person,
9. informing the abused's parent or guardian after the reporting of an incident,
10. assisting police,
11. notifying ministry director where violation occurred, and
12. notifying the Church's insurance carrier and legal counsel.

The Committee as a whole shall be responsible for promoting programs to educate the members and constituents of the Church concerning the issues of abuse and for designing or providing training for the purposes of certification. The Committee shall also be responsible for training those responsible for implementing the Protection Policies and Procedures. This training and education shall include recommendations on how to avoid incidents and the appearance of abuse as part of the strategy to prevent false accusations. **Church-wide, and group education shall be provided annually, either locally or through District and Conference agencies.** Further group training shall be provided annually and as needed. The committee shall be responsible for maintaining a current list of all certified workers.

In the unfortunate event of an incident, the Committee will offer to assist the abused's family to obtain counseling, must designate a spokesperson to respond to media and other inquiries, must remind everyone involved of the confidentiality of an incident, must respond appropriately to the family of the accused and that of the abused, and must prepare an incident statement to be presented from the pulpit and to the families, staff and volunteers of the affected ministry.

POLICIES & PROCEDURES

SELECTION & RECRUITMENT:

Policy: In an effort to secure the safety of vulnerable persons, staff or volunteers who wish to work with, accompany, or supervise vulnerable persons, through any ministry or activity sponsored by the Church, must first be certified by the Committee.

Procedure:

Leaders of the ministries or activities sponsored by the Church that involve vulnerable persons are advised to prayerfully select applicants or recruit volunteer workers who meet the following criteria:

1. Be at least 16 years of age and have a valid Michigan driver's license. Workers under the age of 16 can only work with vulnerable persons if a certified adult worker is with them.
2. Be an active member/constituent of the Church, or active in a ministry setting, **for at least 6 months at the time of application.**
3. Complete all forms in an application packet and be interviewed by both the leader and one other person from the Committee.
4. Grant permission for a criminal background check with appropriate law enforcement agencies.
5. Be eligible to drive vulnerable persons during events/activities, if applicable, according to the Church's driver application process.
6. Make available three references from unrelated persons with contact information. Church members/constituents can be references.
7. Participate in certification education and pass any required test.

If the criteria are met, the next steps for the applicant or recruit are:

- A. Application & Interview
- B. Background Check
- C. Certification

A. Application & Interview

A certification application packet includes:

- a) personal information
- b) Social Security number
- c) driver's license and other current identifying information
- d) local church or ministry setting work and references
- e) the authorization to conduct background checks

References: When selecting or recruiting workers, a designee of the Committee shall contact all references submitted for the purpose of applying for certification. **Reference checks and background checks MAY be obtained through the use of SAFE GATHERINGS, an independent provider.**

Interview: There will also be a personal interview by a team including a representative of the Education Team, Staff Parish Relations Committee, the BOT, and the Lead Pastor, and a designee from the Committee for purposes of certification.

Disqualification: No one shall be certified to work with vulnerable persons at the Church who:

- may represent in the sole opinion of the Committee a significant risk of committing abuse or violating any part of the Protection Policies & Procedures
- is known to have been previously convicted of or pled guilty to ("convicted") any crime arising out of any act or conduct involving sexual abuse or any act or conduct which is of a sexual nature including molestation, seduction, or criminal deviance whether or not such conduct involved a vulnerable person
- is known to have been convicted or pled guilty to crimes involving pedophilia behavior, incest, rape, murder, kidnapping, pornography, sexual harassment, or an assault, physical or sexual, of a vulnerable person
- been denied custody of his or her child
- participated as a perpetrator in any previous act of sexual abuse, sexual harassment, or other abuse of a vulnerable person

This disqualification shall be applicable no matter how long ago the crime occurred or when a verdict was rendered.

Persons convicted of a sexual offense with vulnerable persons may not participate in any Church ministries or activities that primarily involve vulnerable persons. Such convicted persons are not allowed in areas primarily designated for ministry to vulnerable persons. Such convicted persons may be involved in intergenerational activities such as worship, praise band rehearsal, etc., if the ministry director or activity leader is aware of the conviction record and participation is limited to the stated place and time of activities. Such convicted persons may talk to or be around vulnerable persons only in large public spaces (worship area or fellowship areas), during scheduled activities and when other adults are present. Such convicted person may not touch a vulnerable person in any way.

B. Background Check Background checks will:

- a) include a criminal background check for each applicant from the appropriate law enforcement agency located in any state where the applicant has lived for a period of at least one year within the last 15 years while being at least 18 years of age
- b) be run by one of the agencies recommended by the Church's insurer
- c) be the responsibility of the Committee
- d) not be charged to the applicant, but rather the Church will be responsible for the financial cost of such check
- e) include historical address information as required by these law enforcement agencies: Michigan State Police, Michigan State Bureau of Investigation, Michigan Division of Motor Vehicles, the State of Michigan Department of Human Services, and/or or the Federal Bureau of Investigation.

C. Certification

Certification is required before an individual may work in a volunteer or paid position at the Church with vulnerable persons. Certification does not determine whether an individual is an appropriate worker. The ministry director or activity leader may contact a potential worker's references to determine whether that worker's skills match the needs of the ministry or the activities sponsored by the Church.

Approval for certification will be granted when the application, interview, background check authorization, and education have been successfully completed, all references have been checked, and a satisfactory criminal background check has been documented. Certification granted by other UM local churches or UMC annual conferences which meet or exceed the screening and education standard, as determined in the sole opinion of the Committee, may be honored as a substitution for the Church's certification. At any point during the application process, an applicant or recruit could be denied the right to work with vulnerable persons if disqualifying information appears.

Expiration of certification occurs **three years from the month it is granted**. Those who are certified will receive a certification card that is dated and approved by the Committee designee. The certification card will indicate whether an individual is approved to drive during an activity.

Violations by any certified worker of the Protection Policies and Procedures, or the revelation of actions that fall under the list of Disqualifications, may result in the revocation of that worker's certification by the Committee. Those who witness violating conduct on the part of a certified worker or believes that a certified worker is putting vulnerable persons at risk must report their concerns to a member of the Committee (**See Reporting and Responding pg. 8**). If certification is revoked, written notification will be given to the certified worker. If the director of the affected ministry or leader of the activity sponsored by the Church is the subject of concern, a written and signed report with pertinent details shall be made to the entire Committee. In the case of clergy, their district superintendent shall also be informed.

Recertification is the renewal of certification within three years of the individual's original certification date. Recertification is granted subject to a satisfactory background check and proof of annual participation, or 3 times in 3 years, in the certification training. If the worker is not re-certified within six months following the expiration of the original certification, the worker must start over as a new applicant.

Confidentiality: Except as otherwise provided herein, all documents and information obtained in relation to the Protection Policies and Procedures and all certified worker files **shall remain confidential**, provided such material may be reviewed at any time by the Committee, the Church's insurer, and the Church's legal counsel. Any material maybe disclosed when necessary in the context of any criminal or civil investigation or litigation involving the worker or the Church. In addition, a worker will be given copies of their own records, documents, files, and information if the worker submits their request in writing to the Committee.

EDUCATION & TRAINING:

Policy: General awareness education will be provided to all members and constituents of the Church even if they don't work directly with vulnerable persons; recertification training and certification training will be offered to those who wish to be or are authorized to work with vulnerable persons. The Committee shall publish and offer appropriate awareness education, and training and testing on the use of the Protection Policies and Procedures. Even though the vast majority of the Church's members and constituents are of the highest moral character and are deeply committed to the needs of those to whom they minister, the realities of a society where awareness of the potential for abuse has been heightened makes consistent policies and procedures necessary. The Committee understands that those with clean backgrounds and records might find the Protection Policies and Procedures burdensome or offensive. Yet, to protect vulnerable persons, all applications from workers must be treated in the same manner. The Committee takes seriously the need to be careful and thorough in the selection and recruitment of workers. Further, in a litigious society where the potential exposure of churches is increasing, the Committee believes the Church needs Church-wide policies and procedures that are clear and consistently enforced and thanks the members and constituents for their understanding and cooperation through this endeavor to make the Church a safe and secure church for all who participate.

Procedure:

Awareness Education shall be offered annually by the Committee to create and raise awareness of and sensitivity to the issues of abuse with the members and constituents of the Church.

Certification Training is specific to the certification process. Upon identification of new applicants or recruits for working directly with vulnerable persons, training of the applicant or recruit will begin after the application, interview, and background checks are completed. Certification training is done live or by video and followed by a short quiz, **using Reducing the Risks or Safe Gatherings**.

Recertification Training is an annual review of existing policies and procedures and an update on any changes to the Protection Policies & Procedures. It is necessary for certified workers to participate annually or at least 3 times in 3 years in recertification training in order to be considered for renewal of the certification. If a worker's certification expires without renewal for more than six months after the expiration date or has relocated from another state within the last year, that worker must start over as a new applicant.

Leadership Training may also be required of certain new applicants or recruits if their role will be that of a leader.

Substitute Certification Training may be considered if the applicant or recruit submits proof of completed training from such organizations as the Boy Scouts, Girl Scouts, K-12 schools, UMC certification through a local UM church or annual conference.

MONITORING AND SUPERVISION:

Policy: Monitoring and supervision are necessary to limit the opportunity for actual abuse or false accusations of abuse.

Procedure: The Committee will provide for monitoring and supervision of certified workers and workers under the age of 16 when they work with vulnerable persons and will encourage special attention to high-risk settings such as nurseries, restrooms, and overnights.

Monitoring includes the following:

1. There must be a **Sign In and Sign Out** process for a parent/guardian to provide contact information should the workers need to contact the parent/guardian during the time of ministry or sponsored activity and to assure that vulnerable persons are released only to those designated by a parent or guardian. **This is especially required for on-site nursery care.** A parent/guardian may sign a written waiver excluding the necessity to participate in the the Sign In and Sign Out process. **Infants and toddlers must wear a name tag or some form of significant sign for identification. (Wrist bands etc.)**
2. All **drivers** authorized by the Church to transport vulnerable persons to and from Church sponsored activities must observe all state laws concerning speed limits, seat-belts, children in the front seats, and car seats. **All such drivers must have a valid driver's license and auto insurance, be a minimum of 21 years of age, and have been certified as drivers by the Church.** Drivers shall have waivers from every person that they transport and there shall be special provision made for when drivers are to be awake all night for lock-in's, retreats, or other events to prevent them from driving when overtired. If the transportation requires use of a Church vehicle, the driver must specifically meet the Church's insurer's requirements for driving a Church vehicle. **No drivers are to transport one vulnerable person at a time, regardless of gender, unless that person's parent/guardian has signed a written waiver allowing such transportation to occur.**
3. Only **adult drivers** are permitted to pick up vulnerable persons from Church sponsored activities unless the parent/guardian signs a written waiver for the transportation of the vulnerable person by a driver under the age of 21.

Supervision includes the following:

1. All ministry directors or the leaders of an activity sponsored by the Church involving vulnerable persons are responsible to
 - secure a safe and appropriate location that is conducive to the health and welfare of the participants and appropriate for the objectives of the ministry or activity
 - provide adequate supervision of vulnerable persons by confirming the number of certified workers needed for the ministry or the activity and ascertain the certification status and suitability of workers for the ministry or activity
 - know the procedures that are to be followed in case of an incident of suspected abuse
 - if needed, submit names of possible staff or volunteers to the Committee to determine if they are certified to work with vulnerable persons
 - establish and communicate all policies and procedures for the ministry or activity
2. The **two worker rule**: At least two certified workers, one of which must be an adult, should be present at each ministry function or activity sponsored by the Church. **All children's activities for fifth grade and younger require adherence to the two worker rule, this includes the nursery.**
 - a) In *special circumstances*, such as when one adult worker needs to leave the room for an emergency, one certified adult worker must remain in the room, unless there are at least three children over the age of 12 present in the room or there is a parent or guardian present who has been certified that can fill in temporarily for the worker who has to leave.
 - b) In the event that only one certified worker can be in the room, there should be a window in the door and the availability of another certified worker or service captain designated to periodically look into the classroom
 - c) In a *nursery*, only those receiving care in the nursery, their parents or guardians (**When dropping off or picking up**), certified workers, or children or youth of the certified workers may remain. Diaper changing may be done in the nursery or if done in the restrooms, it must be done with the door slightly ajar or able to be opened at any time.
 - d) For *restroom visits*, vulnerable persons who need assistance must be accompanied by a certified worker of the same gender or if one is not available, an opposite gendered worker may enter the restroom and leave the exterior door ajar, or stand outside the restroom until the vulnerable person exits the restroom.
 - e) In an *overnight* activity, certified workers may only supervise vulnerable persons of the same gender during the hours that the participants are to be sleeping. Workers must be at least 4 years older than those they supervise during overnight activities.
 - f) Any outside communication, with individuals age thirteen and under, is discouraged. All communication, including electronic, must be appropriate and suitable to the mission of GSUMC.
3. **Recommended ratios (simultaneous to two worker rule)** of vulnerable persons to certified workers are:
 - Infants to two year olds - 4:1 (four children to one certified worker)
 - Age three to five – 10:1 (ten children to one certified worker)
 - Age six to twelve – 12:1 (twelve children to one certified worker)
 - Age twelve to eighteen – 20:1 (twenty students to one certified worker)
 - Vulnerable adults - 10:1 - (ten vulnerable adults to one certified worker)

Note: schedulers should err on the side of too many certified workers in the event more people attend that what was anticipated.

REPORTING & RESPONDING:

Policy: The Committee shall have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law and the recommendations of insurance carriers; and shall be prepared to respond to victims and alleged perpetrators of abuse, and media inquiries, if an incident occurs.

Procedures:

The following procedures are to be followed after the initial report to the Lead Pastor or representative of the Committee.

Reporting flow is then as follows:

- **Pastor notifies:** Trustee chairperson & District Superintendent.
 - **Trustee Chairperson:** notifies Church Mutual **1-800-554-2642**
 - **District Superintendent:** Notifies the Coordinator of Detroit Annual Conference Safe Sanctuaries and the Bishop.
1. All certified workers who have reasonable cause to suspect abuse of a vulnerable person shall report all known and suspected cases to the Pastor or to the Committee designee.
 2. If any vulnerable person arrives at an activity sponsored by the Church with signs of abuse, the ministry director or activity leader shall evaluate the situation in consultation with the Pastor or the Committee designee.

3. These procedures do not preclude anyone from directly reporting a known or suspected case of abuse to law enforcement for the protection of vulnerable persons.
4. Confidentiality of the information reported or received shall be respected to protect the rights and interest of the victim, the alleged perpetrator and their respective families. No interview should be conducted in the presence of the perpetrator. MCL 722.628c
5. After receiving a report of known or suspected abuse, the Pastor (to the extent mandated by MCL 722.623) shall immediately make by telephone or otherwise an oral report to the Michigan Department of Human Services. **Using Michigan State Reporting Form DHS-3200 online at <https://www.pdfFiller.com/326438-FIA3200-DHS-3200-Report-of-Actual-or-Suspected-Child-Abuse-or-Neglect-Various-Fillable-Forms-bhsj> 1-855-444-3911**

This oral report shall be made in conjunction with the person who made the observations or received the disclosure. The following information is required in the oral report, if available:

- primary caregiver's name and address
 - name, age, race, gender of the alleged victim, other family members and the alleged perpetrator
 - address, phone number and/or directions to the alleged victim's home
 - parent's place of employment
 - description of the suspected abuse and information that might establish the cause of or manner in which the abuse occurred
 - current condition of the alleged victim
 - history of the alleged victim's behavior
6. The oral report shall be subsequently documented in writing within 72 hours, as instructed by the Department of Human Services, by the Pastor and Committee designee with notations to indicate dates, times, and persons involved in the process.
 7. Copies of the written report shall be provided to the Pastor and the UMC District Superintendent within 72 hours.
 8. If the incident victim is a minor, the person initiating the report shall submit a completed State of Michigan "Report of Known or Suspected Child Abuse or Neglect" to the Department of Human Services or as instructed during the oral report. Go to *Mandated Reporter's Resource Guide* at http://www.michigan.gov/documents/dhs/Pub-112_ for more information.
 9. The Pastor shall inform the person receiving the oral report, that the Committee designee may give notification of the incident to the victim's parent/guardian.
 10. If it appears that the abuse occurred outside of or separate from the Church sponsored activity, it shall be determined by the Department of Human Services whether it is advisable for the member of the Committee to notify the parent/guardian or whether such notification shall be made by another official.
 11. If the Department of Human Services determines that the Committee is to make the notification, the Committee designee should call the parent/guardian informing him or her of what has been observed and what steps have been taken in response to those observations. Unless otherwise instructed by the Department of Human Services, the Committee shall follow the wishes of the parent/guardian regarding the victim's continued participation in the ministry or sponsored activity.
 12. Matters of known or suspected abuse are to be kept confidential, except as required by law or as disclosed to a Committee member with a need-to-know of such information, or to the insurer or counsel for the Church.
 13. The Committee designee is the only person authorized to deal with any media inquiries after the initial report is made.
 14. Any person accused of abuse in an incident report shall refrain from further activities with any vulnerable persons unless otherwise instructed by the Committee.
 15. The advice of legal counsel and the insurance carrier will be sought as needed.

Approved by Ad/Council: (3-7-2016)

VOLUNTEER APPLICATION
Good Shepherd United Methodist Church of the North
149 W. Robinson Lake Rd. Roscommon, MI 48653

Name: _____

Address: _____

Daytime phone: _____ Evening phone: _____

Occupation: _____ Employer: _____

Current job responsibilities and schedule: _____

Previous work: _____

Previous volunteer experience: _____

Special interests, hobbies, and skills: _____

How many hours per week are you available to volunteer? _____

Days Evening _____ Weekends: _____

Can you make a one-year commitment to this volunteer role? yes no

Do you have your own transportation? _____ Do you have a valid driver's license? _____

Do you have liability insurance? _____ (List policy limits and name of carrier)

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? _____

How were you parented as a child? _____

How do you discipline your own children? _____

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a Felony including but not limited to drug-related charges, child abuse, and any other crimes of violence, theft, or motor vehicle violations?

No Yes

If yes, please explain fully: _____

Have you ever been exposed to an incident of child abuse or neglect? No Yes

If yes, how did you feel about the incident? _____

Would you be available for periodic volunteer training sessions? Yes No

UNITED METHODIST CHURCH PERSONAL INFORMATION FORM

This information form is to be completed by each person who wants to work with children, youth or vulnerable persons for the Church. This is not an employment application form. This form will be used to help the Church provide a safe and secure environment for those children, youth and vulnerable persons who participate in our programs and use our facilities.

Background Information:

Name: _____ Social Security Number: _____

Address: _____

Home Phone () _____ Work Phone () _____

Driver's License Number _____

Auto Insurance Carrier and Limits: _____

Personal Disclosure Information: (Please circle the appropriate response throughout):

Do you have children? (Yes or No) Ages: _____

Has your driver's license ever been suspended or revoked? (Yes or No)

Have you ever been treated for a psychiatric disorder? (Yes or No)

Have you ever had an addiction to drugs, alcohol or pornography; or has anyone ever suggested that you may have a problem with any of the above? (Yes or No)

Do you abuse alcohol or use illegal drugs? (Yes or No)

Ever been convicted of the possession, use or sale of drugs? (Yes or No)

Have you ever been charged or accused of child neglect, abuse or molestation or committed such an act? (Yes or No)

Have you ever been convicted or pled guilty to a crime? (Yes or No)

Is there any reason you should not be entrusted with the supervision, guidance and care of children, youth and vulnerable persons or is there any fact in your background that could compromise the integrity of the Church? (Yes or No)

Have you ever been exposed to an incident of child abuse or neglect? (Yes or No)

If you answered yes to any of the above questions, please explain here or on a separate sheet. _____

Church History and Prior Volunteer Work:

Do you regularly attend our weekend worship: (Yes or No) since when? _____

List GSUMC ministries you currently participate in: _____

List GSUMC groups or classes you have attended: _____

Have you personally accepted Jesus Christ as your Lord and Savior and are you committed to having the character of Jesus live through you? (Yes or No)

Give the name and address of each Church you regularly attended during the last 5 years.

Describe your previous Church work with children, youth and vulnerable persons, including each Church, its address and the dates. _____

Describe your previous non-Church work with children, youth and vulnerable persons, including each organization, its address and the dates. _____

List any gifts, training, or other factors that have prepared you for work with children, youth or vulnerable persons. _____

References:

List the name, address, email, and telephone number of three personal references:

A Church member, staff member or present volunteer

An employer or fellow worker

A social friend or neighbor

AUTHORIZATION

The information contained in this Personal Information Form is correct to the best of my knowledge. I understand this information may be checked by contacting anyone or any organization listed or that may have information about me. I authorize anyone contacted to give you any information, including opinions, regarding my character and fitness for work with children, youth, and vulnerable persons. I authorize the release of the information in this document to any ministry in the Church. In consideration of the receipt and evaluation of this information by the Church, I release the Church, its employees, members and volunteers, and any reference or other person or organization who provides information about me from all liability for any damages which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization and my evaluation. 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 document.

- I agree to be bound by the policies of the GSUMC, and to refrain from unscriptural, immoral, illegal or unethical conduct in the performance of my work on behalf of the Church.
- I agree to participate in training and education events provided by GSUMC related to my areas of work.
- I will immediately report inappropriate behavior, suspicious activity, observed abuse or allegations of abuse, to the pastor and my supervisor.

I HAVE CAREFULLY READ THIS AUTHORIZATION. I UNDERSTAND ITS CONTENTS AND I AM SIGNING IT OF MY OWN FREE WILL.

Signature of Applicant: _____ Date: _____

Witness: _____

Authorization for Criminal Records Check: Every applicant, regardless of criminal record must complete this section. I request and authorize the release to Good Shepherd United Methodist Church of the North, of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state, or national. I release all local, state and national law enforcement agencies from all liabilities resulting from such disclosure.

Signature: _____

Print name: _____ if applicable, maiden name: _____

Date of Birth: _____ Place of Birth (City & State): _____

Driver's License number and State: _____

If you prefer, you may discuss your answer to any question in this policy with the pastor rather than answering it on this form. Answering yes or leaving a question unanswered will not automatically disqualify you from working with children, youth or vulnerable persons.

Authorization to Conduct Criminal Records Check: (Please Read Carefully Before Completing and Signing)

The five items of personal information requested below are needed to process your criminal records check. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

Printed Full Name of Applicant:

Last First Middle

Other names you have used, including maiden name and the date(s) your name(s) changed:

Gender: Male _____ Female _____ Race: _____ Your Date of Birth: _____/_____/_____
(Month/Day/Year)

Social Security #: _____

List all your residential addresses for the past seven (7) years, starting with your present address:

Have you ever been convicted of a crime (Other than minor traffic offenses): Yes ___ No ___

If yes, please Explain Charges: (Use additional sheet of paper if necessary) _____

What State. What County and What Year did these convictions occur? _____

I authorize the Good Shepherd United Methodist Church of the North, The Detroit Annual Conference of The United Methodist Church and/or their agents to conduct a criminal records check on myself as part of my application for employment, appointment or a volunteer position. This may include information contained in criminal files at the county, state and federal jurisdictions, & credit bureau. I hereby release and hold harmless all persons, companies or corporations furnishing such information from liability and responsibility. A photo static copy of this document can be substituted for the original. This document shall be valid for a period of one (1) year from the date of my signature.

Signature of Applicant: _____ Date: _____

Witness: _____