

Greenridge Baptist Church

Child Protection Policies

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Chapter 1 Introduction

Preamble

Jesus said, “Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven” (Matt. 19:14). It is the desire of Greenridge Baptist Church (GBC) to help children know Jesus personally and grow in Him. This is a privilege and an awesome responsibility. To help accomplish this goal, GBC has established Child Protection Policies.

Purpose

The purpose of these Child Protection Policies is to provide guidelines regarding the handling of children while they are under the supervision of GBC provided childcare by screened workers while on church property or during church sponsored activities. GBC has both a moral and legal obligation to provide a safe environment for children. This policy is an attempt to balance biblical doctrine with current law. GBC is responsible for complying with all applicable laws. These policies will establish rules for both paid and volunteer worker screening, childcare, reporting, and injuries or illness.

Why We Need Such Policies

Child Protection Policies have been developed as a three-part mission to best serve and protect the children as well as our workers at GBC.

1. To protect children: The creation of a safe environment for our children is of utmost importance. The Child Protection Policies have been established to help assure the safety of all our children.
2. To protect workers: Equally important, the paid and volunteer workers must be protected from false accusations.
3. To protect Greenridge Baptist Church: It is GBC’s goal to reduce risk and liability by screening all workers and to enhance the reputation of the church in the community.

Revision of Policies

The Child Protection Policies shall be regularly reviewed. Legal counsel and/or the church’s insurance company will be consulted on any modification of the policies. Any such changes shall be approved at a church business meeting, and properly conveyed to all persons affected by the modifications.

Definitions

For the purpose of this document, the following words are defined as:

- Child – According to Maryland law, the term “child” means any individual under age 18.
- Youth – Any person in Grade 6 through Grade 12, including those who have special needs and continue to attend school until they are 21.

- Minor – Any person under age 18.
- Adult – According to Maryland law, the term “adult” means any person age 18 or older.
- Worker – Any person, volunteer or paid, who comes in contact with children to instruct, supervise, or counsel them as part of a ministry or program sponsored by GBC.
- Employee – **ALL** GBC paid staff, including Greenridge Child Development Center employees.
- Ministry Leader – The worker designated by a GBC employee as having oversight of children activities.
- Church Sponsored Activity – An event promoted by the church where resources are made available by GBC, and the events are under the direction of church leadership.
- Church Member – GBC defines a member as an individual who has publicly professed Jesus Christ as their personal Lord and Savior, has been baptized by believer’s baptism, has completed a GBC membership class, and has been voted on at a church business meeting.

Chapter 2 Worker Screening and Selection Policy

Worker Screening

From a legal perspective, a church must engage in the same duty of care in the selection of volunteers who work with children as it does in the selection of paid staff members. In both cases, the selection process shall reflect the standard of reasonable care. All information shall be maintained as confidential.

To provide a safe environment for our ministry participants, and to minimize the ministry and worker vulnerability to unwarranted accusations, all workers shall be screened. The screening process shall include:

- **Completed “Children/Youth Volunteer Application”** (Attachment A) – All applicants shall complete an initial written application when the supervision or custody of children will be involved. For youth desiring to work with children, a parent’s signature will be required. Applicant shall complete a renewal application annually.
- **Reference Checks** – The application shall contain a release form. In Maryland, a signed release form authorizes the collection of information from references, and enables the references to share legitimate concerns about the applicant without fear of legal liability. Applicants must provide at least three references. Information requested from references shall include, but not be limited to, input concerning the person’s qualifications for working with children. This may be done in person, over the phone, or by email.
- **Signed “Volunteer Covenant”** (Attachment B) – Applicants must agree to be bound by the policies and by-laws of GBC.
- **Completed “Permission to Obtain Background Check” Form** (Attachment C) – A background check will be performed on all adult workers every three years.
- **Personal Interview** – The Children’s Ministry Director, Youth Pastor, or his or her designee shall conduct an interview with anyone who seeks to undertake a teaching role.

Screeners shall document in writing all efforts in contacting references and the information received, and shall note information they tried to secure but could not verify or obtain. All screening forms and notes shall be kept with the application and stored at the church in a secure file accessible only to those designated by the Senior Pastor.

Information reviewed by GBC leaders indicating that an applicant poses a threat to others or has any prior history of inflicting physical, emotional, or sexual abuse shall result in the immediate removal of the applicant from consideration for a position working with children.

Worker Selection

The following are requirements that must be met before an individual can serve in a position working with children.

- **The Six-Month Rule** – The worker must regularly attend the church for six months before he or she can apply to work with children.

- **Membership or Equivalent** – Only church members are eligible to serve in children leadership positions. Nonmembers who meet the six-month rule stated above may serve at the discretion of the Children’s Ministry Director or Pastor.

These requirements focus on the worker’s commitment to and involvement in the congregation. Workers should be involved in the church and provide at least one other GBC church member who can serve as an informed reference concerning that involvement. It is not enough for a person to have attended the congregation for six months.

Exceptions

On occasion, a worker who has not been previously screened as required by this policy may be permitted to work with children. These incidents will be rare and are on a case-by-case basis only.

Examples:

1. Visiting missionaries or special guests may work with children, provided there is one adult screened worker from GBC present at all times.
2. Parents who wish to stay with their children during portions of the activities will be allowed to do so, provided there is one adult screened worker from GBC present at all times.
3. When GBC works with volunteers from other churches of orthodox Christian doctrine for a specific activity or outreach, the workers of that church do not need to comply with GBC screening procedures for such a “one time event,” provided a written notification is received from the pastor of that church, listing the workers by name and stating compliance with their church’s child protection policy. If no such policy exists at that church, then the GBC screening procedures will apply.

Annual Employee/Worker Review

The Child Protection Policies shall be reviewed annually with all workers to whom they apply.

All workers shall complete a brief renewal application each year.

Should the renewal application show that any worker has become unsuitable for working with children, he or she will be immediately removed from his or her current position and will not be considered for other positions involving children.

Chapter 3

Policies for Creating a Safe Ministry Environment for Children

General

GBC is committed to providing a safe and secure environment for those participating in ministry activities for children. We also seek to minimize any vulnerability to unwarranted accusations of improper behavior that our workers may experience as they fulfil their ministerial duties. To fulfill these commitments as fully as possible, GBC has adopted the following policies and procedures.

Staffing Requirements

“Two-deep leadership” shall be the standard at GBC. At least two approved workers shall be present at every church sponsored event, in each classroom, or other enclosed area, during all children programs. One of these approved workers must be over the age of 18 and/or a high school graduate. The other approved worker may be a youth-aged worker. At no time may two youth-aged workers be alone with children under GBC care. In an emergency, the two-deep leadership requirement may be briefly waived at the discretion of the Children’s Ministry Director, Ministry Leader, Pastor, or his/her designee.

The general policy is that these two workers must be unrelated to each other. Exceptions:

- Two related workers may work together provided there is at least one unrelated GBC adult approved worker present at all times.
- For first grade classes and up, a husband/wife team may work together without an unrelated GBC adult approved worker. This exception applies only to husband/wife teaching teams (not mother/father and child).

General Safeguards

The Children’s Ministry Director, Ministry Leader, Pastor, or his/her designee shall be deemed responsible while conducting any activity, whether inside, outside, or away from church property.

For every program or activity on church property, the Children’s Ministry Director, Ministry Leader, Pastor, or his/her designee shall be responsible for checking in on each activity at various times throughout the duration of the activity.

Workers should avoid being alone with any individual child, especially while driving, disciplining, counseling, and/or during trips, outings, or overnight activities.

All doors where children meet and gather shall have windows. Otherwise, doors shall remain open.

Workers shall avoid the appearance of impropriety, such as sitting older children (five years and up) on their laps, kissing, embracing, etc.

Employees, volunteers, or paid youth workers shall never pursue a dating relationship with a youth.

When necessary, workers shall monitor and attempt to curb public displays of affection among youth and be aware of any individuals attempting to wander into unused rooms, dark or other isolated spaces.

“Open door policy” means that parents, pastors, leaders, and other appropriate adults are free to attend, drop-in, or observe any activity at any time. A worker should check in with the Ministry Leader before allowing parents or non-church persons to attend, drop-in, or observe an activity.

Identification/Security System

While on church property, an identification/security system shall be used, updated, and changed as needed to ensure the safety of children (Grade 5 and under). The system shall have appropriate verification mechanisms in place (e.g. tag, label, etc.) to ensure a child (Grade 5 and under) will only be released to parents, guardians, youth siblings, or other individuals specifically authorized to pick up; they should not be released to find/meet their parents or wait unattended for transportation. Note that the term “Youth” is defined as those in Grades 6 through 12 as per Chapter 1 of this document.

Restroom Safeguards

For elementary school children over the age of five, at least one approved worker shall escort the children to the restroom. The worker shall check to ensure the facility is deemed safe, then wait outside the restroom until the children come out.

Children five years of age or younger shall be assisted as needed in the restroom by an approved worker.

A child’s private areas shall never be touched except when necessary, as in the case of changing a diaper.

Counseling Safeguards

When meeting with individuals for spiritual/emotional counseling, we encourage team counseling by two approved adults. If only one approved adult is warranted or available, the counseling session should take place only in a public setting. If the meeting takes place in the church building, it should be scheduled when other people are in close proximity. Another adult must be aware and available to make periodic checks on the counseling area.

Doors and window coverings shall be open so all participants are in plain view as much as possible.

Parental permission shall be obtained for a child to be alone with a worker during a church activity, ensuring the parent is aware of beginning and ending time of the meeting or activity.

Trips, Outings, and Overnight Activity Safeguards

The staffing requirements in this chapter also apply to trips, outings, and overnight activities with children. However, the husband/wife team exception previously mentioned does not apply to overnight activities.

During any overnight activity, individuals shall not enter the sleeping accommodations of the opposite sex.

When transporting children, the use of safety seats, safety belts, and straps shall be in compliance with state law.

The driver of any vehicle transporting children must be at least 21 years of age, have a valid driver's license, and if using their own personal vehicle, be properly insured. Any individual driving one of the church buses must also comply with insurance procedures and guidelines from the church office.

Activity Participation Agreement

All trips, outings, and activities beyond the normal weekly program will require a signed Activity Participation Agreement Form for each child attending. This form must be submitted to the Children's Ministry Director, Ministry Leader, or Pastor before the child may participate.

Workers should make careful note of any known medical conditions or allergies and the form shall be kept on hand and readily accessible throughout the event for emergency purposes. At the end of the event, forms shall be turned in to the church office and shall be retained for at least one year.

Disciplinary Safeguards

All interaction regarding discipline needs to carefully consider the child and shall be handled professionally. Gentleness, respect, and understanding must guide all words and actions. Discipline shall be carried out through instructions, training, and correction. Corporal punishment or abusive verbal punishment is not appropriate under any circumstance. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone. Physical restraint should only be used in a situation where it is reasonably necessary to prevent someone from physically harming themselves or others. Disciplinary problems shall be immediately reported to the Children's Ministry Director, Ministry Leader, or Pastor.

Injury Reporting

Workers shall complete an Injury Report whenever an injury occurs during a ministry activity. The report shall be promptly forwarded to the worker's Ministry Leader, Children's Ministry Director, or Pastor upon completion. Refer to Chapter 5 for specific procedures on injury reporting.

Reporting Child Abuse and Neglect

Abuse and neglect are punishable under Maryland law and must be reported. If suspected abuse or neglect has occurred, secure the immediate safety of the child if in danger, and do not confront the accused. Report incidents in accordance with the policies and procedures outlined in Chapter 4.

Record Keeping

- **Attendance** – All ministry activities involving children shall maintain an attendance list for each activity. This applies to classes, Bible study groups, planning meetings, trips, outings, and overnight activities. The date of the activity, along with the names of all participants, including workers and staff employees shall be recorded. Attendance lists shall be retained in the church office for at least one year.
- **Forms** – The Injury Report Form and the Activity Participation Agreement Form shall also be retained in the church office for at least one year.

Training

GBC is responsible for developing written policies and procedures to be followed by each worker. Training sessions to ensure the safety and security of a child and worker protection policies shall be conducted at least annually. Attendance lists shall be maintained on all training sessions and retained in the church office for at least one year.

Violation of Policies

Workers shall promptly notify the Children's Ministry Director, Ministry Leader, or Pastor when they or others violate the procedures mandated by this policy.

The Children's Ministry Director, Ministry Leader, or Pastor who become aware of a violation of the procedures mandated by this policy are required to take all necessary steps to ensure further compliance with them. In that process, it may become necessary to remove workers from their position.

Chapter 4

Reporting Policies and Procedures

General

The responsibility of GBC is to provide a safe and loving atmosphere for our children to grow in the Lord. In order to protect that environment, and all parties involved, any and all allegations of abuse and neglect must be taken seriously, and dealt with immediately.

Abuse and neglect are punishable crimes under Maryland law and must be reported. The following types of allegations may originate from a parent, teacher, worker, youth, child, or other party:

- Abuse or neglect is observed on church property or during a church-related activity
- Abuse or neglect is reported but not directly observed, or
- Observations of a child indicate that abuse or neglect may have occurred either on or off church property or during a church activity.

Abuse and Neglect, As Defined by Code of Maryland Regulations (COMAR)

- Physical injury not (necessarily visible) of a child under circumstances that indicate that a child's health or welfare is harmed, or at substantial risk of being harmed.
- The failure to give proper care and attention to a child, leaving a child unattended where the child's health or welfare is harmed, or a child is placed in substantial risk of harm.
- An act or acts involved sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or psychological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect, or sexual abuse occurred.

Reporting Child Abuse and Neglect

If a worker suspects or observes abuse or neglect (in any form), they shall immediately report any suspicions of illegal or inappropriate behavior to the Children's Ministry Director or Pastor. The worker shall also report to the Child Welfare Services Screening Unit of Montgomery County and/or the Montgomery County Police department. This report is only a request for an investigation. It is neither the worker's nor GBC's responsibility to investigate incidents or prove the abuse or neglect. Investigation and validation are the responsibility of Child Welfare Services personnel and the police.

Note that the laws of the state of Maryland concerning abuse and neglect govern any parent and protect any child who resides in the state of Maryland, regardless of the cultural traditions from which they come. Therefore, implementing accepted cultural traditions or practices is not legally an excuse for behavior that the state of Maryland deems abuse or neglect. When reporting a suspected abuse or neglect case where you believe the cultural traditions are a factor, mention this to Child Welfare Services and request that a culturally sensitive or appropriate social worker be assigned.

Reporting to Child Welfare Services

To make an initial, oral report, call the Child Welfare Services Screening Unit of Montgomery County at 240-777-4417. The Children's Ministry Director or Pastor may provide support and assistance during the reporting process. Be prepared to provide the following information:

- Name, address, sex, date of birth or approximate age of the reported child(ren), and any other minors in the household
- Names, addresses, and telephone numbers of the child's parents or other persons responsible for their care
- Current location of child
- Language spoken by the child and their caretaker
- Full nature and extent of injuries, sexual abuse, or neglect
- Indication or *prior* injuries, sexual abuse, or neglect
- Direct knowledge or observation of injuries, sexual abuse, or neglect
- Circumstances under which you first became aware of the injuries, sexual abuse, or neglect
- Statements made by the child pertaining to the injuries, sexual abuse, or neglect
- If known, the identity of the individual(s) responsible for the injuries, sexual abuse, or neglect
- Your name, address, telephone number, profession, and relationship to the child
 - Non-mandated reporters may request anonymity. If such a report is made in "good faith", the reporting source is immune from both civil and criminal liability.
 - Mandated reporters include health practitioners, educators, human service workers, and police officers. A mandated reporter is required to follow an oral report with a written report within 48 hours.

Investigations

GBC considers any allegations of abuse or neglect a serious matter. Legal counsel shall be contacted for advice and guidance if circumstances dictate. GBC shall notify the church's legal counsel of all results of investigations.

The Senior Pastor or his designee shall appoint a liaison to support the investigative process. All employees, volunteers, workers, and pastors shall cooperate fully with any law enforcement of governmental agency that may be investigating allegations of abuse or neglect.

If for any reason the media becomes involved, the Senior Pastor or his designee shall appoint a media liaison. This shall be the only individual authorized to convey information concerning the situation, doing so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of all individuals involved.

The Senior Pastor or his designee shall determine how best to minister to those affected individuals and families, showing care and support with consideration of the impact on any ongoing governmental administrative and legal proceedings.

A *volunteer* who is the subject of any investigation regarding abuse or neglect of a child shall be removed from his or her position, pending completion of the investigation by appropriate government agencies. If a volunteer admits to abusing or neglecting a child or is found responsible for the abuse or neglect by a government agency, they shall be removed from their position and NOT be allowed to work with children in the future.

An *employee* of GBC who is the subject of any investigation regarding abuse or neglect of a child shall be asked to work away from the church campus (with pay), pending completion of the investigation by appropriate government agencies. If any employee admits to abusing or neglecting a child or is found responsible for the abuse or neglect by a government agency, they shall be terminated according to GBC's Personnel Policies and Procedures.

Confidentiality

In an effort to maintain confidentiality, all possible efforts shall be used to limit the number of individuals with knowledge of the incident to safeguard the privacy and confidentiality of all parties involved. The Senior Pastor or his designee shall have discretion to determine the necessity for informing GBC membership in regard to the investigation and results thereof.

Chapter 5 Illness and Injury Policy

General

Protecting people from injuries or illness is not always possible, but it is our responsibility to help children avoid them as much as possible.

The following policies reflect our commitment to provide protective care for all children and workers who participate in church sponsored activities:

- Persons who are ill (with a fever, or having a communicable disease which can be transmitted by cough, sneeze, or touch) shall not be permitted to participate in any ministry activity.
- Participants should be returned to their parents or guardians as soon as illness is discovered. If this is not possible, then the person who is ill should be separated from other children and cared for by an approved worker until the person can be returned to his or her parent or guardian.
- Persons must be symptom and fever free for 24 hours without the use of fever reducers in order to participate in ministry activities.
- A suitable substitute worker must be used to take the place of a worker who is ill.
- Any person who becomes aware of an injury to a worker or child shall take steps to ensure that proper medical attention is given to the injured person. An Injury Report shall be completed by the reporting party, with parent or guardian notified.
- Children who have received an injury that is obviously minor should be given first aid as needed at the time of injury. The person's parent or guardian should be notified of the injury when they pick up the injured person.
- If an injury requires medical treatment beyond simple first aid, the parent or guardian and Children's Ministry Director or Pastor should be immediately notified. An ambulance should be called if warranted by the injury.
- Reasonable steps should be taken to avoid contact with body fluids of any kind. Gloves are provided in diaper change areas and with first aid kits.
- All employees and Ministry Leaders shall be encouraged to be certified in infant, child, and adult cardiac pulmonary resuscitation (CPR) and first aid. The church shall provide the classes necessary for certification.
- Designated first aid areas shall be clearly identified.

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Attachment A

Greenridge Baptist Church Children/Youth Volunteer Application

Intended for First-Time Applicants

PERSONAL INFORMATION

Full Name: _____ Email: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

GBC Membership Status (Please Denote Month/Year)

Member since: _____ Regular Attendee since: _____

In which children/youth program(s) are you seeking to become involved? _____

What skills do you bring to the children/youth program? _____

What other children/youth work experience do you have? (Please list below)

Organization	Program	Dates	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

On what date are you available to begin volunteering? _____

What is your minimum length of commitment? _____

CPR Certification and Date (if CPR certified): _____ Date: _____

First Aid Certification and Date (if First Aid certified): _____ Date: _____

CHURCH ACTIVITY

Please list church you have attended regularly during the last five years.

Church Name	Address	Years attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any volunteer services you have performed in any area of those churches: _____

Application Continued on Next Page

REFERENCES

Please provide the name, relationship, email address and phone number for three persons who we can contact for references, no spouses or family members. Please include one GBC (or other church) reference and two others who can attest to your competency with children and/or youth. For teens, possible references could be a coach, teacher, neighbor or family friend.

Name/Relationship	Email address	Phone number

Have you at any time ever:

- Been arrested for any reason? Yes No
- Been convicted of, or pleaded no contest to, any crime? Yes No
- Engaged in, or been accused of, any child molestation, exploitations or abuse? Yes No
- Pleaded guilty to improper conduct involving minors? Yes No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children or youth? Yes No
- Any reason why you should not work with children or youth? Yes No

If the answer to any of the above questions is “Yes”, please explain in detail. (Please attach additional pages if more space is needed.) _____

Applicant Verification and Release

By my signature, I certify that the information contained in this application is correct to the best of my knowledge. I also give Greenridge Baptist Church (GBC) or its representative’s permission to contact any references or church indicated above to verify my suitability to work with children and/or youth. I voluntarily release GBC and any reference and/or church listed herein from liability involving the communication of said information. I waive any right that I might have to examine information given to GBC by my references and/or church. I agree to read and abide by the GBC Child Protection Policy. As the undersigned, I personally affirm the Greenridge Volunteer Covenant.

I understand that a background check may be performed at any time during my volunteer assignment and give GBC my full permission to perform such a check at their discretion and with my approval.

I further state that I have carefully read the foregoing release and know that the content thereof and I sign this release as my own free act. This is a legally binding agreement that I have read and understand. I understand that the church and screening committee will hold the information contained in this application strictly confidential. I also agree to contact the church should any information indicated above change.

Printed Name: _____ Signature: _____

Date: _____

Parent’s Signature (If Applicant is under age 18): _____ Date: _____

Please submit completed form to the church office, or to the Children’s Ministry Director or Pastor’s mailbox in the AC Conference Room.

Attachment B

Greenridge Baptist Church Volunteer Covenant

Greenridge Baptist Church (GBC) is an autonomous, evangelical congregation of Christians that has a cooperative relationship with other churches in the Southern Baptist Convention and the Baptist Convention of Maryland/Delaware. The church was organized in 1970 and accepts “The Baptist Faith and Message” as its basic doctrinal statement and confession of faith.

We believe the Holy Bible was written by men divinely inspired and is written record of God’s revelation of Himself to man. We believe the Holy Bible reveals the principles by which God judges us and therefore, is the supreme standard by which all human conduct creeds and religious opinions should be tied.

The moral and ethical standards for our church leaders and members are directly related to the enduring Biblical record that includes the New Testament and Old Testament. Our values are parallel to Judeo-Christian concepts that include the Ten Commandments.

- Whereas GBC is committed to upholding the values and teachings of the Bible
- Whereas each volunteer represents GBC and its Biblical doctrine and teachings
- Whereas each volunteer is required to carry out his/her duties in a way that is supportive of the Church’s doctrinal position
- Whereas GBC affirms God’s creation of Heterosexual marriage and family life
- Whereas GBC supports the doctrinal position that the cohabitation of two partners outside of marriage is a sin
- Whereas GBC supports the doctrinal position that homosexuality is a sin
- Whereas GBC fully supports each of the Ten Commandments as found in Exodus 20
- Whereas GBC is committed to combating alcohol abuse, drug abuse, pornography and abortion.

Each volunteer of GBC is expected to live a Christ-like life and serve as a Christian role model in judgment dignity respect and Christian living.

As the undersigned, I personally agree to be bound by the bylaws and polices of Greenridge Baptist Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. Further, I agree to be bound by the Volunteer Covenant of Greenridge Baptist Church.

Printed Name: _____ Signature: _____
Date: _____

Parent’s Signature (If Applicant is under age 18): _____ Date: _____

***Please submit completed form to the church office, or to
the Children’s Ministry Director or Pastor’s mailbox in the AC Conference Room.***

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Attachment C

Greenridge Baptist Church Permission to Obtain Background Check

In the interest of safety and security I, the undersigned applicant (also known as “consumer”), authorize Greenridge Baptist Church to procure background information (also known as a “consumer report and/or investigative consumer report”) about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records. I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Greenridge Baptist Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____ Date: _____

Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)

Print Name (First, Middle, Last): _____

Other Names Used (alias, maiden, nickname): _____

Date of Birth: _____ Male Female

Social Security Number: _____ Daytime Phone: _____

Driver’s License Number: _____ State of Issuance: _____

Current Address: _____

Resided at this address since: _____

Former Address: _____

Dates resided at this address: _____

***Please submit completed form to the church office, or to
the Children’s Ministry Director or Pastor’s mailbox in the AC Conference Room.***