

# **Kids Crossing Children's Ministry Operating Guidelines**



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## Ebenezer Bible Fellowship Church Operating Policies for All Children's Ministry

### Welcome

Ebenezer Bible Fellowship Church is committed to introducing people to Christ and making devoted followers of Him. This mission reaches into every aspect of the ministry regardless of age. This commitment is a priority for our children's ministry, known as Kids Crossing.

It is our desire to ensure as we carry out this task that we maintain a safe environment for every child and adult. The operating guidelines serve as a consistent guide for those who have contact with our children.

The Kids Crossing Leadership team and the Board of Elders acknowledge the requirement to ensure that children are protected and that the reputation of Kids Crossing is above reproach. We have prepared these operating guidelines with this in mind. We are convinced that in today's climate, it is right and proper that the leaders of ministry activities in the church, the children, and young people, and our church are protected in the best way possible.

### Ministry Statement

Ebenezer's children's ministry vision is to provide a safe, nurturing environment where children in the church and community will be taught the truths of God's Word so that they may BELIEVE and have a personal relationship with Jesus Christ. They have the opportunity to BELONG to a body of believers, being discipled by consistent, loving volunteers who intentionally share the truths of God's Word through a variety of children's ministry programs where the child will Lord-willing BECOME a lifelong follower of Jesus Christ.

### Purpose Statement

As a church, we believe that the spiritual, emotional, and physical well-being of children is vital. This policy is intended to ensure that church activities involving children (birth to 5<sup>th</sup> grade) are consistent with the teachings and example of our Lord Jesus Christ and with the Christian tradition of nurturing vulnerable children.

The primary purpose of this policy is to promote the safety and well-being of children by providing clear instructions for the operation of children's ministries at Ebenezer Bible Fellowship Church. The Elders of EBFC sincerely request and require the cooperation of the adults in our church who must abide by the stringent guidelines of this policy.

### Our Priority

The greatest priority of EBFC children's programs is to help kids understand the Gospel of Jesus Christ. It is obvious that any sexual exploitation, abuse, or endangerment directly contradicts this priority and the values of EBFC. This type of action cannot and will not be tolerated by EBFC.

Workers and supervisors who oversee children must keep this priority in mind: *adults do not have a right to serve as workers. Adults merely have an opportunity to serve when selected by the church.* This means that workers should err on the side of caution as they make subjective decisions involving the well-being of children. Furthermore, workers and supervisors serve at the request of the church and may be removed for any purpose at the sole discretion of the church.

### Ministry Standards

As ambassadors of Jesus Christ, we must strive to be worthy of a very high standard of trust. For this reason, ***every worker at EBFC must avoid even the appearance of inappropriate behavior*** (1 Thessalonians 5:22). All workers must diligently avoid any conduct that appears wrong to a reasonable observer, even if no actual misconduct takes place.

## **Volunteering in Kids Crossing**

*Note: We live in an age where sexual misconduct and child abuse is a reality in our society. The church must deal with this issue as a "good shepherd" by taking steps to protect the children in our care. EBFC has implemented policies to help safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be strictly followed by anyone working in the Kids Crossing program. We pray for God's blessing for our children, workers, and church.*

### **Application Process**

- **Membership** – All **teachers** must be members of EBFC before teaching in Kids Crossing (six months from membership date). All **assistants** are encouraged to be members of EBFC before teaching/aiding in Kids Crossing (service may begin six months after *attending* EBFC).
- **Kids Crossing Policies** – All Kids' Crossing volunteers should agree to read and abide by all Kids Crossing policies.
- **Background Checks** – All background check clearances must be completed as required by the state of Pennsylvania. Volunteers may not serve in any ministry with minors until all clearances are on file with the church. Background checks must be renewed every 5 years.
- **Application** – All volunteers must complete the online volunteer application, or submit a hard copy to the children's ministry director.
- **References** – All volunteer applicants will submit at least two references.
- **Testimony** – All volunteer applicants who are non-members will submit a written testimony of how they came to know Jesus as their Savior, and how they maintain a close relationship with Him.
- **Training** – Applicants will observe children's classes and obtain on-the-job training while working with current Kids Crossing teachers.

### **Recruitment Procedures**

- **Follower of Christ** – Teachers need to be a mature follower of Christ. Teacher's assistants and nursery workers must be believers, but can be new, growing Christians.
- **By Invitation** – Teachers are to be selected by the Children's Ministry Director and/or Pastor of Discipleship. However, if someone desires to teach, we are open to interviewing any potential member volunteer. We want to encourage what the Spirit has done in working through the heart of a person. We may determine that teaching may not be the best use of one's gifts and encourage another ministry focus instead of the teaching team.
- **Networking** – The Saved to Serve Networking Class provides information on our philosophy of ministry and reaffirms the giftedness, passion, and personality of the potential teacher. This assessment is helpful in placing applicants within a ministry that reflects their heart.
- **Membership** – Membership within the local church is evidence of one's commitment to the purposes and vision of the church. All **teachers** must be members of EBFC for at least six months before ministering.
- **Interview** – Teachers will meet with the Ministry Department Head, Children's Ministry Director, and/or Pastor of Discipleship. The purpose of the interview is to find out why the applicant would like to teach, previous experience, communicate teaching commitment, and implement training.
- **Training** – At the discretion of the Children's Ministry Director, or Department Head the prospective teacher may be asked to shadow a current teacher for a period of time before becoming a lead teacher.
- **Ongoing Enrichment** – Teachers will receive training designed to encourage them in their teaching, keep them updated on children's ministry policies, safety protocols, and recognizing and reporting child abuse.

**Commitment:** Workers are expected to keep their commitment for one full year. If they are not able to maintain this commitment, they must give at least one month's notice and explain their reason for breaking this commitment.

## **Policy Standards and General Christian Moral Standards**

*Workers in Kids Crossing are expected to observe these policies and guidelines as well as the other Christian standards of moral behavior.*

### **Supervision of Kids Crossing Workers**

Church staff and volunteers who supervise children are charged with the diligent enforcement of these policies. Violation of these policies is grounds for immediate dismissal, disciplinary action, or re-assignment from children's work for both volunteers and staff at the discretion of the church. Supervisors and all Kids Crossing workers who suspect any unhealthy activities must discuss their suspicions promptly with the Pastor of Discipleship and/or Children's Ministry Director. Any suspected Child Abuse must be reported immediately to ChildLine (see pg. 14).

### **Touching Policy**

We live in an age where child abuse is a reality in our society. The church should deal with this issue as a "good shepherd" by taking steps to protect the children in our care. EBFC has implemented a touching policy that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be carefully followed by anyone working with children.

- Physical affection that is acceptable is non-demanding, gentle touch to the shoulder, arms, or back. A child sitting on your lap is only appropriate for young toddlers or preschool children. High fives, handshakes, and one armed, side hugs are appropriate.
- Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a two-year-old to sit in a nursery worker's lap and give a kiss on the head, but it is not appropriate for a teenager and children's worker to behave this way.)
- Physical affection should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.
- Touching and affection should only be given when in the presence of other children's ministry workers. It is much less likely that touch will be inappropriate or misconstrued as such when two adult workers are present and the touching is open to observation. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
- Touching behavior should not give even the appearance of wrongdoing. As ministry workers, behavior must foster trust at all times; it should be above reproach.
- A child's preference not to be touched should be respected. Do not force affection upon a reluctant child.
- Church workers are responsible to protect children under their supervision from inappropriate touching by others.
- Church workers must promptly discuss questionable behavior by other volunteers with the Children's Ministry Director or Pastor of Discipleship.

## **Background Checks**

Background checks are required by the state of Pennsylvania for all unpaid volunteers who are 18 and older and are responsible for the welfare of children or have direct contact with children.

**Type of Report** - The two mandatory background checks in PA for all volunteers who are 18 & older include:

- Report of criminal history from the Pennsylvania State Police (PSP); AND
- Child Abuse History Clearance from the Department of Human Services (Child Abuse).

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if

- The position the volunteer is applying for is a paid position; OR
- The volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

**Affirmation of Residency** – Volunteers must affirm in writing that they have been a continuous resident of Pennsylvania for the past 10 years OR understand that they must obtain a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent. Volunteers must affirm that they are not disqualified from service based upon a conviction of an offense that would prohibit their selection as a volunteer (PA Residency & Non Disqualification form).

These offenses include: Criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing death of child; endangering welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual materials and performances; corruption of minors; sexual abuse of children; or the attempt, solicitation or conspiracy to commit any of the above offenses. In addition, I have not been convicted of an offense similar in nature to the crimes listed above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

## ***Clearances***

Reports must be current (completed within the last 5 years). Background checks must be updated every 5 years. Clearances are transferrable between organizations. Electronic copies of clearances will be kept on file at the church and are available upon request. Clearances must be completed and on file with the church office *before* a volunteer may begin serving.

## ***Existing Record***

If a person does not receive a clearance due to an existing child abuse record, he or she will not be permitted to work and minister with the children of EBFC. They will be referred to a licensed counselor to ensure proper treatment and handling of existing record. Following the formal release of the counselor, he or she may work and minister in **non-children programs** of EBFC at the discretion of the Pastor of Discipleship. Periodic follow-up will be conducted by the counselor and person with a record. Non-compliance to this process may result in the denial of worship at EBFC. Due to the seriousness of the issue, all information will be handled with confidentiality and strict professionalism

### ***Non-Child Abuse Record***

In the event that allegations, charges, or convictions not relating to child abuse are reported, a person may be kept from ministering to children at EBFC at the sole discretion of the EBFC. The higher standard for teachers leading by example must be maintained and encouraged; therefore one may be withheld from serving in Kids Crossing. They will be encouraged to meet with a licensed counselor to ensure proper treatment and handling of existing record.

### **Confidentiality of Information**

The church will keep confidential all information received in the applicant selection process. Background check forms should be submitted to the church office in a sealed envelope. Forms will be shredded after the background check is completed. The church shall maintain electronic copies of the required information and require the volunteer to produce the original documents prior to employment or acceptance to serve in any such capacity.

### **Cost**

Any fees for background checks will be covered by the church. If the volunteer should choose to obtain the required background checks themselves, reimbursement will be provided after the church is given a receipt. Check request forms are available online and in the church office.

### **Other Requirements**

#### *Notification of offense*

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the church with written notice **no later than 72 hours** after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

## **Kids Crossing Procedures -General Conduct Expected of Volunteers**

**Two-Person rule** – Two volunteers must be present in each Kids Crossing room at all times. This rule accomplishes two important objectives. First, it reduces the risk of child abuse. Secondly, it reduces the risk of unfounded claims of abuse.

In the case of small group ministry, an individual volunteer may facilitate a small group by themselves if the classroom door remains open and they are not one-on-one.

When possible, children’s ministry volunteers should not transport a child alone. At least two adults or at least two children should be present.

Volunteers should not leave students alone in the classroom or at the church waiting for transportation. If only one child remains, two leaders should remain when possible.

Volunteers must not interact with a student in any sexual manner (e.g. physical, verbal, visual), or engage in a romantic relationship with any child.

When a volunteer has a legitimate reason to be alone with a child, they must first:

- Obtain the consent of the student’s parent or guardian before going out alone with or spending time with the student in an unsupervised situation.
- Notify the ministry leader of such meetings in advance.
- Meet in a public location.

Adult chaperones need to go through the primary worker screening process before working at overnight activities that involve youth.

### **Photo ID Badges**

All Kids Crossing staff, teachers, and workers must wear a photo ID badge whenever they are at a Kids Crossing event or program. If the badge is lost, please notify the Children’s Ministry Director to receive a new one.

This badge is given only to those who agree to abide by the Kids Crossing Policies and successfully completed background checks.

To prevent confusion regarding current ministry workers with cleared background checks, please remember to wear your picture ID badge with lanyard at all Kids Crossing events and programs.

### **Sign in/out Procedures**

Teachers and workers must use the classroom iPads for attendance and to note personal information for children, such as parent contact information, food allergies, dismissal, etc. Make sure records are accurate and current.

Workers should give Kids Crossing Visitor Cards to all visitors, which among other things will identify the people who are authorized to pick up their child(ren).

Workers may only dismiss children to those listed on their individual profile as specified by parents. Workers must stay with their class until the next teacher arrives or until parents come. At no time will children be allowed to stay in a room without adult supervision.

## **Bathroom Guidelines**

Parents should take their children to the bathroom before class time so that the child won't have to leave the supervised room.

*Nursery:* Diaper changes must be done in the nursery room according to the posted guidelines, unless by parent(s) or guardian(s).

*Potty training ages:* The worker will ask the child if they need help toileting. The worker who helps the child should give help/privacy to the toileting child appropriate for their age. This includes trying to teach the children how to help themselves as much as possible and using the hand-over-hand method. This technique enables you to place your hands over the child's hands in helping with fastening clothes, wiping skin, and the like. Spend as little time in the bathroom as possible.

*For Self-sufficient Ages:* If a child needs to be escorted to the bathroom and possibly helped, the classroom will be supervised by a worker (at the discretion of the primary children's ministry worker) so the other children can be attended to. The door to the room will remain open if only one worker remains with the class. One worker should make sure that the child returns to their class in a timely manner (and does not wander).

## **Overnight Activities**

- Adult chaperones will have gone through the primary screening and background check process. Workers are to act together as a team and not be isolated with a child.
- The child-to-worker ratio should preferably be no higher than 7 to 1.
- Children will not be permitted to be alone together for long periods of time.
- Sleeping arrangements will be separate by gender.
- Children will not be released from an overnight activity during the night unless there is notification of or permission by the parent/guardian.
- Parents must complete all registration forms required for off-site events.

## **Transportation**

When possible, children's ministry workers will not transport a child alone. At least two adults or at least two children will be present.

If inappropriate behavior is observed in the vehicle among children (e.g. sexual harassment, bullying, demeaning, or other discipline problems), the driver should reprimand the children and report the behavior to the Children's Ministry Director or Pastor of Discipleship.

## **Snacks in Classrooms**

While snacks can be a nice motivator or special reward, volunteers need to do their best to NOT have snacks be a frequent part of class time (*except for classes with young children who have a routine time*). Children should not expect to have a snack every time they are at church since the primary focus should be teaching the Bible lesson and discipling kids. Rewards for special accomplishments or to celebrate something special should be occasional so it doesn't lose its intrinsic value. Due to the prevalence of food allergies, volunteers should utilize snacks with caution:

- Be sure to check children's individual profiles to see if there are any food allergies.
- If a volunteer wants to have a snack for a special occasion or reward, they must contact parents in class ahead of time and let them know when & what type of snack you plan to have in class. This will allow parents the opportunity to provide their own snack if their child cannot eat the provided snack. It will also help children not to feel excluded or singled out if they have food allergies.

## Guiding Children's Behavior

*"Watch over your heart with all diligence, for from it flows the springs of life." Proverbs 4:23*

*"Behavior is not the basic issue. The basic issue is always what is going on in the heart. Remember, the heart is the control center of life." Shepherding a Child's Heart, Tedd Tripp*

Part of shepherding the children God has placed in our midst is discipline. Inevitably, there will be situations that arise when a child needs to be disciplined. The following guidelines have been adopted to direct children through this process.

- **Appropriate interactions and expectations** will reduce the incidence of behavior. Check the environment, are children being "set up" to misbehave? Sometimes, simple changes such as a change in the room structure can help steer the children towards appropriate behavior.  
*Example:* If a child is sitting with their best friend and is continually talking during the lesson after warnings not to do so, ask the child to sit in another location so that they can concentrate.
- **Make sure children know expectations for behavior.** Expectations need to be stated clearly and simply.  
*Example:* "Right now, we are listening to the story. You need to sit right here and look this way."
- **If inappropriate behavior occurs, state expectations and consequences.** Example: "Blocks are for building, not throwing. If you throw the blocks again, you will not be allowed to use them."
- **Follow through with consequences.** Children will learn quickly they need to obey when you follow through every time.
- **Observe the child's behavior.** What is causing the behavior? Are the child's needs being met? If so, is there a sin that needs to be addressed?  
*Example:* During story time, a child continues to talk even though you have directed him to sit quietly. Is it an issue of disobedience or has the story been extended beyond a practical amount of time?
- **If inappropriate behavior persists, here are some suggested steps...**
  - Gently correct the child for their misbehavior.
  - Talk to the child separately.
  - Time out for the child (away from other children – Suggestion time is 1 minute for each year of the child's age sitting in a chair in an unused area of the room, away from other children.)
- **If the child's behavior does not change, have an adult find the parent.** The parent should take the child from the room for appropriate discipline. It is the discretion of the teacher whether the child may return to the class.
- **Communicate with the parents** when they pick up their child if it was necessary to use a time-out or other discipline.
- **Bring them back to the gospel!** Why are they doing what they are doing? We are all sinners in need of the saving grace of God! Take this opportunity to share with the child (at their level) the fact that they are sinners in need of that grace. Then pray with them for forgiveness and a changed heart.

- **Remember to extend grace to the child.** It can be easy to let previous behaviors affect the current situation. Aren't we glad God doesn't do that with us? This is a great opportunity to be an example of the love and forgiveness of our Lord.
- **Corporal punishment** (hitting or spanking) and other forms of punishment involving physical pain, or embarrassing are never appropriate in EBFC activities. If a child continues to misbehave in class to the point that they are being a continual distraction in the lesson, parents should be notified to come and get their child.

## **Emergency Procedures**

### **Evacuation**

In case of an emergency requiring an evacuation (such as a fire), follow the emergency evacuation plan posted in the classroom and use the appropriate exit.

All teachers and workers must make sure all children are present and accounted for with proper supervision. Encourage children to remain calm and quiet.

Upon evacuation, classroom windows should be closed, doors shut, and lights turned off. Take the attendance iPad with you.

Once outside, children should line up by class along the far parking lot (perimeter) along white lines with younger children on the left & older children on the right.

Children should stay with their class until a parent or guardian comes to pick them up. Then sign the child out on the iPad.

It is recommended for teachers to prepare children beforehand should such an event take place so they can be informed of proper procedures.

### **Suspicious or Potentially Unauthorized Persons**

Should you ever see a suspicious or potentially unauthorized person on the premises, prevent said person to gain access to or interact with the children. If the circumstances permit, and it would not appear to endanger yourself or others, ask them if you can help them or kindly inquire why they are here.

Please consult a security team member, ministry leader, Pastor, Children's Ministry Director, or usher/greeter as soon as feasible should further assistance be required.

If before or after the interaction, you feel the person presents the likelihood of a disturbance, or poses a threat to the safety of anyone, please dial 911 as quickly as possible and follow the guidelines described under Intruders or Active Threats.

To prevent confusion regarding current ministry workers with cleared background checks, please remember to wear your picture ID badge with lanyard at all Kids Crossing events and programs.

### **Intruders or Active Threats - Remember Avoid, Deny, Defend**

**Avoid** - Remember an exit plan for yourself and others. Move yourself and others away from the threat as quickly as possible. The more distance and hindrances between you and the threat the better. This may include evacuation or fleeing.

**Deny** - Remember to use distance and barriers even when evacuation or flight is not possible. Create barriers if necessary using furniture, door locks, and hinge straps. Turn the lights off and remain out of sight with cell phones on silent.

**Defend** - Be prepared to defend yourself or others. Be aggressive and committed to your defense. Do not fight fair and remember this is about surviving or saving others.

**CALL 911** whenever you are able to safely do so. When law enforcement arrives, remember to show your hands and follow commands.

## **Health & Sickness Policies**

### **Sick Child Policy**

If a child is sick we ask that the parents keep the child home instead of allowing the child to enter the classroom. In addition, each child must be fever free for at least 24 hours before bringing them to class. This will prevent sickness from spreading among children and help us to maintain a safe, healthy environment.

If a child becomes sick *during* class, parents will be contacted as soon as possible. Depending on the child's condition, isolation may be needed to help prevent the sickness from spreading. The child will be kept as comfortable as possible until the parents arrive.

### **Medical Emergency**

If a child suffers from a medical emergency (due to allergies or health related issues), parents will be contacted immediately. If necessary, the lead teacher will call 911 for help. Consult the child's personal information on the classroom iPad for any specific instructions.

It is highly recommended that all volunteers are trained in how to handle medical emergencies regarding allergies: <http://www.allergyready.com/>.

### **Liquid Spill & Vomit Procedures**

Should you have any issues regarding liquid spills and/or vomit during class time, please ask the Children's Ministry Director, Facilities Manager, deacon, or usher to help you. Pay careful attention to which supplies should be used. Please do not leave a mess unattended in your classroom without contacting someone for help.

### **Incident Reports**

If a child is injured during a Kids Crossing event or class, please fill out an incident report and return it to the office or the children's ministry director as soon as possible. It's best to let a parent know immediately when they pick up their child if they were injured during an activity. However, if there are questions later on, it is helpful to have an incident report on file. The incident report will ask you to give a brief description of the incident, the name of the volunteer who handled the situation, and also asks if other children were endangered. If parents weren't able to be notified, the Children's Ministry Director will notify the parent of the child's injury as soon as possible. Incident reports will be located inside each Sunday School classroom cupboard, and extras will be located in the resource room on the first set of shelves to the right with other office supplies.

## **Child Abuse Prevention & Reporting**

Child abuse is a subject not many want to talk about, dwell on, or believe can happen to them or their church; however, child abuse does occur and is happening in ever increasing numbers in homes and churches across the United States.

Because of the seriousness of this subject, EBFC desires to make its places of ministry safe for all children and church workers. By being proactive, taking precautionary measures that screen and train workers with children, and providing guidelines and procedures that offer assistance to parents and church workers, EBFC can hopefully prevent such atrocities from ever occurring in our church community. These guidelines are to be strictly followed by anyone working in the children's ministry program. Adults do not have a *right* to serve as workers; rather they have an *opportunity* when selected by the church. When working for the church, adults place themselves under the authority and discretion of the ministry leaders under which they serve.

Child abuse occurs in all demographic, racial, ethnic, socio-economic, and religious groups. Strangers account for less than 20% of the abusers. Estimates indicate that when a known assailant commits the abuse, 50% of the time it is a father or stepfather, and the rest of the time it is a trusted adult who misuses his or her authority over children.

**All adult volunteers (18 & older) who oversee minors are considered by the state of PA to be mandated reporters of child abuse.** This means volunteers have certain responsibilities and obligations should they ever see or suspect any degree of child abuse, and that they would be held liable if they do not make a report. Ebenezer has set up a church policy requiring adult volunteers to take the Mandated Reporter Training course **or** to attend the yearly child abuse training at Ebenezer.

**Mandated Reporter Training** is available online for you to obtain the free "Recognizing and Reporting Child Abuse" completion certificate. All volunteers are encouraged to do this training -

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id= 91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 91_1)

**Reporting Suspected Child Abuse** – Mandated reporters must make an immediate and direct report of suspected child abuse. You can call ChildLine at 1-800-932-0313 or **Report electronically** – click on "access my referrals" and then "create abuse referral". If you have issues with reporting electronically- Call ChildLine.

**After making the report to ChildLine if the accused is a volunteer**, the Pastor of Discipleship and/or Children's Ministry Director should be notified immediately so that the volunteer can be removed from their position of service until the investigation has been completed.

## Guidelines Pertaining to Accused Person Volunteering at Ebenezer Bible Fellowship Church

### **If the allegations against the accused become legally unsubstantiated:**

The accused person will need to provide official evidence, if they can obtain this, that they were innocent. This information would be placed in the accused's file along with their application. Once the investigation is begun by civil authorities, the details and information are kept confidential from the public, including EBFC (the mandated reporter may find out limited information). In the majority of cases, the allegations become unsubstantiated from a legal standpoint. If this occurs, **but** the accuser remains steadfast in their allegation, or the "red flags" remain or are unexplained, the worker will be prohibited from working with children at EBFC.

If the accuser firmly and consistently recants the allegation, or it is proven that the accused could not have perpetrated a crime, then every effort will be made to exonerate, reconcile, and restore the accused person.

The church will respond with concern, care, and love for the complainant(s), for the congregation, and for the accused and their family. The accused will be notified in writing that a copy of the filed report and investigation's findings will be retained for legal purposes by the church. The report will be confidential and only appropriate church staff will have access to the file.

### **If the allegations and investigations substantiate abuse:**

The offender will be permanently removed from susceptible environments and offices in the EBFC ministry. The victim(s) and their family/families will be given utmost consideration and pastoral care, including access to counseling. Continued pastoral care and counseling can be extended to the offender and family during rehabilitation. The elders will weigh the risks and make a decision regarding church membership status of the offender.



## Kids Crossing Volunteer Acknowledgement

I, the undersigned, hereby agree and acknowledge as follows:

- 1) I have read the Kids Crossing Operating Policies;
- 2) Any questions I have regarding the Kids Crossing Operating Guidelines have been answered to my satisfaction;
- 3) I agree to comply with the terms of the Kids Crossing Operating Guidelines;
- 4) I agree to support the beliefs in the “What We Believe” document (see below);
- 5) I understand that I am responsible to submit all background check information as outlined in the policy to the church before I begin to volunteer.
- 6) I give permission to the Children’s Ministry Director to contact my references.
- 7) I understand that I serve at the sole discretion of the church and my position and duties may be changed without notice at the sole discretion of the church.

Date: \_\_\_\_\_

Full name (Printed): \_\_\_\_\_

Signature \_\_\_\_\_



At EBFC we are governed by the BFC Articles of Faith and Biblical Principles for Living and those working in the ministry should be sympathetic to these BFC Articles. The statements below are summary statements for your reference and are provided for your information and use. When dealing with a specific issue it is always best to refer to the BFC Articles or seek the advice of a Pastor or Elder of EBFC.

### **What We Believe:**

- **The Bible** is the written word of God inspired by the Holy Spirit and without error. It is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
- **In the Holy Trinity.** There is one God, Who exists eternally in three Persons: the Father, the Son, and the Holy Spirit.
- **That all are sinners** and totally unable to save themselves from God's displeasure, except by His mercy.
- **That salvation is by God alone** as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit or foreseen faith.
- **That Jesus Christ is the eternal Son of God,** Who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.
- **That the Holy Spirit indwells God's people** and gives them the strength and wisdom to trust Christ and follow Him.
- **That Jesus will return, bodily and visibly,** to judge all mankind and to receive His people to Himself.
- **That all aspects of our lives are to be lived to the glory of God** under the Lordship of Jesus Christ.
- **God wonderfully creates each person as male or female.** Each of these complementary and distinct genders together reflect the image of God. Rejection of one's biological sex is a rejection of the image of God within that person.
- **That the term "marriage"** has only one meaning: the uniting of one man and one woman in a single exclusive union, as delineated in Scripture.
- **That God intends sexual intimacy** to occur only between a man and woman who are married to each other.
- **That any form of sexual immorality** (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.
- **That in order to preserve the function and integrity of Ebenezer BFC as the local Body of Christ** and to provide a biblical role model to her members and the community, it is imperative that all who serve as volunteers agree to abide by the above statements on marriage, gender, and sexuality.
- **That all human life is sacred** and created by God and that each person must be afforded compassion, love, kindness, respect, and dignity-including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.