

NEW LIFE FELLOWSHIP, INC.

In response to recent events within the church at large the insurance industry has seen the need to adjust their policy requirements. In keeping with this churches with certain types of liability coverage are being required to get background checks on all staff and volunteers with any opportunity to have contact with minors.

The following form is a part of these changed requirements. This form gives New Life Fellowship, Inc. permission to conduct a background check through a company called ScreenNow. This company, recommended by our insurance carrier, conducts their searches based on the information we give them from this form.

REQUEST FOR CRIMINAL RECORDS CHECK

I hereby request ScreenNow to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release the stated agency from any and all liability resulting from such disclosure.

Signature: _____ Date: _____

Printed Full Name: _____

Maiden Name: _____ (if applicable)

Street Address: _____ City: _____ Zip: _____

Print any and all aliases: _____

Date of Birth: ____ - ____ - ____ Place of Birth: _____

Social Security Number: ____ - ____ - ____

This information will be solely disclosed to New Life Fellowship, Inc. and will not be shared with any other organization by New Life. Your information will be used to help us determine your level of involvement within our church and will be kept confidential with the exception of the Pastor, Administrator, and Elders of New Life Fellowship, Inc.

(please return this completed form)

NEW LIFE FELLOWSHIP, INC.

POLICIES AND PROCEDURES COVERING THE TEACHING, CARING, AND WATCHING OVER MINOR CHILDREN AT NEW LIFE FELLOWSHIP, INC.

In following the instruction of our Lord Jesus Christ to “let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” (MATT. 19:14), it is the purpose of the members and staff of New Life Fellowship, Inc. to provide a safe and secure environment for preschoolers, children, youth, and mentally handicapped persons entrusted to our care. We do this to encourage those preschoolers, children, youth and their families to come to a saving relationship with Jesus Christ, and to grow in their relationship with Him.

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and mentally handicapped persons.

DEFINITIONS

“Preschooler, child, children, youth, and minor” shall be defined as any individual under the age of 18, or whose mental capacity is that of a minor.

“Adult” shall be defined as any individual at least 18 years of age.

“Worker” shall be defined as any adult who serves as a volunteer and/or paid position given the responsibility of working with or caring for minors.

“Teenage Worker” shall be defined as any worker at least 14 years old, but under the age of 18, enlisted to assist with the care of minors.

“Child Abuse” shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor.

“Criminal Background Check” (CBC) is the procedure used by ScreenNow or other qualified agency to check the background of adult volunteers for criminal activity.

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POLICY COVERING ALL WORKERS

All current paid workers or volunteer workers of New Life Fellowship, Inc. will be required to fill out a criminal background records check. All new workers will also be required to fill out this form previous to any contact with minors and may also be asked to submit to an interview. This interview may include the solicitation of personal and professional references.

After our criminal background check is received from you we will process it through ScreenNow or another agency that conducts national background checks for organizations like New Life Fellowship, Inc.

Any prospective worker or volunteer that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have conduct with minors.

Annual criminal background checks may be performed on workers, randomly or as deemed necessary. Only qualified representatives of New Life Fellowship, Inc. will have access to the criminal background check report.

Whether disclosed voluntarily or by result of the criminal background check, the following items will automatically disqualify a worker from participating in the leadership, sponsorship, or supervising of any activities or programs with minors.

Any conviction for:

- Criminal homicide
- Aggravated assault
- Crimes related to the possession, use, or sale of drugs or controlled substances
- Sexual abuse
- Sexual assault
- Aggravated sexual assault
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful material to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure
- Enticing a child

The Pastor, Administrator, and Elders of New Life Fellowship, Inc. will review any charges for these crimes, or charges, or a conviction for any other crimes not listed above or disputes concerning the accuracy of any criminal background check.

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SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY

The following acts or omissions are violations of this policy and will not be tolerated or accepted during any church activity or program, and are to be immediately reported to the Pastor, Administrator, or Elders of New Life Fellowship, Inc. *after the safety of the child, children, youth, or minor involved has been assured.*

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of New Life Fellowship, Inc.
- Mental or emotional injury to a minor caused or exacerbated by a worker.
- The presence of obscene or pornographic materials at any function of New Life Fellowship, Inc.
- The presence, possession. Or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minor at New Life Fellowship, Inc.

WORKER SUPERVISION

The church presently operates under the “two adult rule”, which means no adult shall be left alone with a child, and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children.

Church staff members and volunteer directors will supervise on an on-going basis and make unannounced visits into classes or other program sites from time to time.

OCCASIONAL VOLUNTEER WORKERS

Those who only volunteer occasionally also must go through the entire background check and procedures to be placed in any form of leadership, supervision, or volunteering at New Life Fellowship, Inc. or in any sponsored events whether in our building or not. A six-month waiting period shall be used to observe prospective volunteers before accepting them into service.

CONCLUSION

Churches need to be prepared. This is the legal reason for creating safety policies, but there’s a deeper, more significant reason – to protect children. If the only reason for safety policies is to protect the organization, the church has missed Jesus’ passion for children.

There is no automatic protection from evil for Christians. We’re to watch and be ready. Accidents will always happen. There will always be unforeseen circumstances that need to be handled. Therefore, churches should build sturdy safety-policy fire blocks into the walls of its ministry to protect children.