

I HAVE COMPLETED & SIGNED THE VOLUNTEER APPLICATION  
FORM, COMPLETE WITH 3 REFERENCES:

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I HAVE READ AND AGREE WITH GRACE  
COMMUNITY CHURCH'S STATEMENT OF FAITH:

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I HAVE READ AND SIGNED GRACE COMMUNITY CHURCH'S  
PRIVACY & CONFIDENTIALITY POLICY:

☐

I HAVE READ AND SIGNED GRACE COMMUNITY CHURCH'S  
CHILDREN AND YOUTH MINISTRY'S POLICY:

☐

I HAVE INCLUDED MY CRIMINAL RECORD CHECK APPLICATION  
ALONG WITH THE VOLUNTEER APPLICATION:

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**IF YOU WILL BE INVOLVED IN DRIVING CHILDREN OR YOUTH:**

I HAVE COMPLETED THE COMPASS & YOUTH DRIVER'S  
VOLUNTEER APPLICATION FORM:

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This confidential application form is a necessary part of the recruitment and development of the adult volunteer staff of Grace Community Church. Because we care for our congregation, we believe it is our responsibility to seek adults that can provide healthy, safe, and nurturing relationships. Please answer these questions accordingly (please print clearly).

**NOTE: Any special concerns can be discussed individually with the ministry leaders or other pastoral staff members at Grace Community Church.**

### GENERAL INFORMATION:

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License No. (if you will be driving while volunteering): \_\_\_\_\_

**Note: If you will be driving children/youth for church functions, please also submit a photocopy of your driver's license with this application.**

Hobbies/Passions: \_\_\_\_\_

### EMERGENCY INFORMATION:

Health Conditions: \_\_\_\_\_

Allergies: \_\_\_\_\_

Health Card No.: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### MINISTRY INFORMATION/SKILLS:

Which ministries do you wish to be involved with? \_\_\_\_\_

How would you like to contribute? \_\_\_\_\_

When would you be available to volunteer (days/evenings, times, short term etc.)? \_\_\_\_\_

Describe any experience you have in the above mentioned ministries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any applicable training you have had including First Aid, CPR, Lifeguard, Food Handling, etc:

☐ First Aid

☐ CPR

☐ Lifeguard

☐ Food Handling

☐ Other: \_\_\_\_\_

Please list any seminars you have been to, books you have read or videos you have seen that you foresee being valuable in the aforementioned ministry: \_\_\_\_\_

\_\_\_\_\_

### PERSONAL INFORMATION:

Please indicate your preferred method of relationship building:

☐ One on one

☐ In a group setting

☐ Participating in activities with others

☐ Other (explain): \_\_\_\_\_

Describe how you handle conflict and confrontation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything in your physical, emotional, educational or personal make-up that you feel may hinder your abilities to serve? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What gifts, talents or abilities of yours do you feel would contribute to this ministry? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything you feel could help you prepare for the challenges of serving in this ministry?

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Have you read, and do your beliefs agree with, the GCC Statement of Faith? If not, please explain: \_\_\_\_\_

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Briefly describe your journey of faith, including approximately when it began and where you are today in your Christian faith: \_\_\_\_\_

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What other volunteer commitments are you involved in at Grace and/or in your community? Please include the amount of time you spend in each commitment (if any) and whether you had to discontinue for any reason: \_\_\_\_\_

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### REFERENCES:

Please include 3 non-family references whom we will contact:

NAME	PHONE NUMBER	RELATIONSHIP TO YOU
_____	_____	_____
_____	_____	_____
_____	_____	_____

To the best of my knowledge, all information contained in this application is correct and I give my permission for those persons responsible, as designated by the Board of Directors, to interview my references and to obtain my police record check, complete with a vulnerable sector check.

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*Signature*

*Date*

**THE SCRIPTURE:** The sole basis of our belief is the Bible, the 66 books of the Old and New Testaments. It was uniquely, verbally and fully inspired by the Holy Spirit and was written without error in the original manuscripts. It is the supreme and final authority in faith and life in every age.

**GOD:** There is but one God, infinite in power, justice, goodness and love, the Creator of the Universe, eternally existing in three persons - Father, Son and Holy Spirit - each of whom possesses all the attributes of Deity and the characteristics of personality.

**MAN:** God created man in His own image and man, as he was originally created was innocent before God. But man chose to sin by disobeying God, and therefore was alienated from his Creator and came under divine condemnation. Thus all human beings are born with a corrupted nature and without spiritual life, and are totally incapable of pleasing God in and of themselves.

**JESUS CHRIST:** Jesus Christ our Lord is the Son of God who has eternally existed with God the Father, is truly God and one with the Father. God the Father relates to all creation through him, and through him everything was created. The Son of God came into the world by being conceived in the womb of the Virgin Mary by the Holy Spirit. He took our common human nature from Mary and joined it to his deity. He is truly and fully God and man in one person. He lived a genuine sinless human life on earth and carried out God's will perfectly. In Jesus Christ, God is fully revealed. Jesus Christ, out of love for sinful men and women, came into the world to reconcile sinners to Himself. Jesus Christ lived a sinless life and voluntarily suffered and died as our substitute to pay for our sins, thus satisfying God's justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He bodily ascended into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, makes intercession for His own. He will return to earth personally, visibly and bodily - to judge all people and establish His Kingdom.

**THE HOLY SPIRIT:** The Holy Spirit has come into the world to reveal and glorify Christ, to convict men and women of their sins, and to impart new life to all who place their faith in Christ. He indwells believers from the moment of spiritual birth, seals them until the day of redemption and empowers them to live a life pleasing to God.

**SALVATION:** Men and women are freed from the penalty for their sins and not as a result, in whole or in part, of their own works, goodness or religious ceremony, but by the unmerited favour of God alone. God declares righteous all who have repented of their sins and put their faith in Christ alone for their salvation.

**Baptism and Lord's Supper:** Jesus Christ has instructed those who believe in Him to be baptized in water as a symbol of their new birth in Christ. Baptism should be by immersion and is only for those who have personally accepted Christ. The Lord also instituted the Lord's Supper as a remembrance of His suffering, death and resurrection. Neither baptism nor the Lord's Supper has any merit in helping a person obtain eternal life.

**THE CHURCH:** All true believers make up the church worldwide and should assemble together in local churches - for worship, prayer, fellowship and teaching - become conformed to the image of Christ and to become equipped to carry out the "Great Commission" that Christ gave His followers in Matthew 28:19-20.

**THE RESURRECTION OF THE DEAD:** At physical death, the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his or her body to everlasting glory and blessing. At physical death, the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his or her body to everlasting suffering.

**FAITH AND PRACTICE:** Scripture is the final authority in all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible.

### **INTRODUCTION**

Grace Community Church (GCC) recognizes the rights of its members and adherents to protect the confidentiality and use of all personal information in its possession. GCC board of directors has developed a comprehensive privacy and confidentiality policy to ensure that this occurs.

### **INFORMATION GATHERED AND COLLECTED**

GCC only collects and manages the information provided to it in order to serve the needs of the congregation via communication, contact, follow-up, notifications and timely reporting on financial contributions to the charity.

GCC does not actively pursue the collection of information about its members and adherents except in the following situations:

- 1) Request for personal information for the GCC telephone and contact list that is published yearly. This information is in the form of the following:
  - i) Name
  - ii) Name of Spouse and Children
  - iii) Address
  - iv) Telephone number(s)
  - v) E-mail address
  - vi) Photos and other personal information
- 2) Request for information on minor children participating in the compass and/or Vacation Bible School children's programs.
  - i) Name of Child
  - ii) Contact information on Parents or Guardians
  - iii) Information regarding any allergies or special health concerns
  - iv) Emergency Contact numbers.
- 3) Gathered and Cumulative information regarding financial giving to the registered charity
- 4) Police Checks for Volunteers

### **OBTAINING CONSENT**

GCC Privacy Policy Officer(s) will ensure that an appropriate consent form is obtained by all members and adherents prior to collecting of personal information. This may be done periodically, yearly or on an as needed basis.

### **USING PERSONAL INFORMATION**

The personal information on GCC's members and adherents will only be used for Leadership Board approved initiatives and functions. The personal information collected by GCC will not be given or sold to any third party for use via solicitation, contact or data compilation or evaluation unless expressly approved by its members.

All personal information collected either in a hard copy form or electronically will be retained for a minimum of 7 years and may be kept secure for an unlimited time period.

#### **ACCESSING INFORMATION**

At any time, a member or adherent may contact GCC's Privacy Officer and request the complete list of information held on that person. A person who has provided consent for GCC to retain their personal information, may at any time, request the withdrawal of that information upon reasonable notice subject to applicable legal, contractual or regulatory requirements.

#### **PROTECTING INFORMATION**

GCC is committed to safeguarding all personal information while in our control. GCC endeavours to maintain physical, procedural and technical security control of the confidential information gathered. This shall be done with respect to the offices and information storage facilities to prevent any loss, misuse, unauthorized access, disclosure or modification.

#### **ACCESS TO INFORMATION VIA GCC'S EMPLOYEES AND DIRECTORS**

GCC paid employees, Privacy Officer(s), directors and elders will have access to the collected information in order to carry out the functions of their jobs and the work of the charity. A comprehensive Privacy Policy Standard Operating Procedure (SOP) is on file and governs the access and use of this information to the GCC employees and volunteer staff.

### **COMPLIANCE WITH PRIVACY AND CONFIDENTIALITY POLICY**

I, \_\_\_\_\_, the undersigned, have read and agree to adhere to Grace Community Church's Privacy and Confidentiality Policy according to guidelines laid out in the above policy.

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*Signature*

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*Date*

## A. PURPOSE

As a local church, we have a spiritual, moral and legal obligation to provide a secure environment for all children and youth participating in our church programs who are under the auspices and authority of Grace Community Church.

This policy is intended to further define Grace Community Church's obligations to the children and youth under its care and the adult leaders who serve them by prescribing certain policies and procedures designed to minimize the risk of child abuse or complaints of abuse. It is hoped that the policies and procedures herein will serve as guidelines to further the reality of the church as a "safe place" and a place of ministry. Abuse of children and youth must be condemned and every reasonable step taken to eliminate the risk of abuse.

## B. CHILDREN'S AND YOUTH MINISTRY PERSONNEL

### **Adult Workers (aged 18 or older)**

1. All adult (aged 18 or older) employees, contract workers and volunteers who provide supervision of children under the age of 18 ("children" or "child") are required to complete a written application in a form prescribed from time to time by the Leadership Board.
2. All volunteer workers shall be required to reapply for approval to serve in a Grace Community Church ministry involving the supervision of children every two years and to complete the Application Form then in effect.
3. All volunteer applicants and re-applicants will be subject to a personal interview with a Children's or Youth Ministry Leader or such persons as designated by the Leadership Board, and shall be asked to complete a Criminal Record Release Form to be considered in confidence and to submit two background check references. The following documents will be reviewed upon completion with the prospective volunteer:
  - a) The Grace Community Church Children/Youth Ministry Worker Application Form (to be completed in advance of the meeting)
  - b) The Grace Community Church Policy Statement on Children's and Youth Ministry (to be read & signed in advance of meeting)
  - c) The Criminal Record Release Form (to be provided in advance of the meeting)

For individuals transferring from another country/territory, current police record checks will be required in accordance with immigration standards and written references from the home country/territory will be required.

If a police record check is returned WITH a past record, the individual must reveal to Grace Community Church the nature of the record to determine if it is appropriate for the person to be involved with youth ministry. For example, a charge of "shoplifting 20 years ago" with no other legal problems would not necessarily preclude one from being involved in youth ministry. The individual in question must provide written documentation (preferably a detailed Canadian Police Intelligence Check) outlining the exact nature of the previous criminal record.



4. Employed and volunteer workers must either be members of Grace Community Church or have entered into an agreement with the Church whereby they have agreed to be subject to the authority of the Church.
5. The Leadership Board or their designate shall advise all volunteer applicants if they have been accepted to serve in a Church ministry involving the supervision of children, and if they have not, the reasons associated with the decision.

### **Youth Volunteers (aged 12 or older)**

1. All applicants will be subject to a personal interview with a Children's Ministry Leader or such persons as designated by the Leadership Board before serving.

All children's and youth ministry workers serving in a Church ministry involving the supervision of children shall be under the authority and direction of the Elders and Youth Worker.

### **C. EDUCATION**

1. All workers (including volunteers) involved in children's and/or youth ministries shall be encouraged to participate in training seminars or workshops directed at issues of avoiding child abuse as determined necessary by the Elders and Youth Worker, as well as identification and reporting obligations.
2. All workers involved in children's and/or youth ministries shall be required to read resource material as determined by the youth worker or the elders in agreement with the Leadership Board directed at issues of identifying/avoiding child abuse (e.g. the Ministry of Community, Family and Children's Services information on Reporting Child Abuse and Neglect).

### **D. MINISTRY GUIDELINES**

1. Grace Community Church will not tolerate sexual, emotional or physical abuse or harassment of children or youth by staff or volunteers. The church Leadership Board must be informed immediately of suspected offences. In support of the Ontario Human Rights Code, all children and youth can expect at GCC to be free of suggestive language and comments made to them directly or indirectly. There will be no sexual solicitation or advances made by any and all members of staff and volunteers (i.e. unwanted sexual references and innuendoes made directly or indirectly). Children and youth can be reassured that their privacy will be protected and respected by all staff and volunteers at all times. They can also be reassured that any person filing a complaint against any person who violates the policy will be supported. Any allegations will be treated very seriously.
2. There shall be a minimum of two approved adult workers (18 years of age or older) present together at the same time in any care situation for children under the age of three years. If just one toilet-trained child goes to the washroom (or a handicapped child of any age), an adult worker should escort the child to the washroom and prop the outside door open. The adult should remain outside the washroom door and wait for the child before escorting him or her back to the preschool room. Workers shall never go into a washroom cubicle with a child and shut the door. If a preschool child needs assistance in a washroom, an adult

worker may enter the washroom to assist only if they have informed another adult when they take the child to the washroom and when they return.

3. There shall be a minimum of two approved adult worker (18 years of age or older) present in any care situation for children aged 3 or older. At no time should children be left unsupervised during a church activity. The minimum required ratio for youth events and interaction must be one volunteer to fifteen youth with a minimum of two youth workers present at an event.
4. All youth volunteers (12 years of age or older) must be accompanied by at least one approved adult worker (18 years of age or older) at all times while supervising children.
5. Classroom doors, except where there are windows in the doors, shall be kept open whenever children are in the care of church personnel unless there are two or more adult workers present.
6. For any situations that occur, requiring consequences for children in class, the parents will be informed. For more serious behavioural infractions, the child will be escorted back to their parents. The parents will be required to meet with the teacher to discuss the situation and a plan for re-entry to the class by the child.
7. The documentation for receiving and releasing of children is mandatory for all classes up to and including grade 1. Each regularly attending child will have a registration sheet with the child's name, parents' names and phone number. When each child is delivered to their classroom, the parent will be required to sign the "in" column of their child's registration sheet for that day. Upon picking up their child, they will be required to sign the out column for that same day. These registration sheets will be kept in the attendance binder within each classroom. For any visitors, they will be required to fill in our "child's guest card/form," which will identify names of parents and child, telephone number and any necessary information about allergies or special needs. Parents are required to indicate on the card if their child is permitted to have any treats. When the parent returns to sign out their child, the "guest card/form" will be placed in the registration book and kept. All documentation will be filed annually within the Sunday school ministry files at the church office.
8. Children's ministry leaders and designated volunteers will be required to annually review furnishings, recreational equipment and toys used in children's ministry to ensure they are in good condition and meet current safety standards. The results of these reviews will be noted on the appropriate forms and kept on regular file in the office, or with the ministry leader responsible for these reviews.
9. Any change tables, cribs, bathrooms, toys etc. used within our nursery program are to be cleaned with appropriate disinfectant products according to an established sanitation schedule.
10. Any sick and/or contagious children will not be permitted to participate in the Sunday school program and are required to remain with their parents in the main service. (Parents should be advised to keep their children at home in such circumstances.)
11. In the case of the injury or sickness of a child occurring during the Sunday school program, the parents are to be notified immediately.

12. Safety procedures and emergency telephone numbers are to be posted in highly visible areas for access in the event of fire, injury or other emergency. Volunteers and children's ministry leaders will be required to be trained and review such information and procedures on an annual basis, or as needed in the case of the addition of new personnel.
13. Individual counselling and/or meetings with children (i.e. planned one-on-one sessions by adult workers) shall be done:
  - a) only with the specific approval of the parent or guardian of a child. The parent or guardian is made aware of the approximate length of time the session shall take; and
  - b) if only one adult worker is present, then the meeting must occur in an open public place (i.e. a school or restaurant).
14. All overnight functions must:
  - a) be pre-approved by the Elders;
  - b) have two or more approved, unrelated adult workers present at the same time with a minimum ratio of one volunteer to every ten youth; and
  - c) have proper consent/release waiver and medical forms for each child participating completed by a parent or guardian using the prescribed form as directed by the Elders or Youth Worker.
15. Physical touch is an important element in nurturing relationships. All workers need to be aware of appropriate physical contact with children. Any touch of a sexual nature is totally inappropriate and will not be tolerated. Appropriate physical touching of children must always be done publicly in the presence of other adults.

Examples of appropriate touch include:

  - a) taking a child's hand and leading him or her to a room
  - b) putting an arm around the shoulder of a child who needs to be comforted.
  - c) patting a child on the hand, shoulder or back to affirm him or her.
  - d) holding or hugging a small child who is crying.

Examples of inappropriate touch:

  - a) extended hugging
  - b) tickling
  - c) touching a child in an area that would typically be covered by a bathing suit (except when assisting a child with toileting)
  - d) all forms of corporal punishment are prohibited.
16. All employees, contract workers and volunteers are strongly encouraged to not discipline their own child in any manner described in Section E or by spanking while said employee, contract worker or volunteer is in attendance at any church function.

## E. PROCEDURE FOR REPORTING CHILD ABUSE – LEGAL REQUIREMENTS

The term "child abuse" covers four major conditions: physical abuse, sexual abuse, child neglect and emotional abuse.

**Physical abuse** includes any serious, non-accidental assault that results in harm to a child (i.e. cuts, bruises and/or broken bones).

**Sexual abuse** refers to the use of a child for the sexual gratification of an adult or young person. Sexually abusive acts include exposure, fondling, masturbation, intercourse

(including incest and rape), and engaging a child in sexual activity through threats, bribes, force or misrepresentation.

**Child neglect** is the chronic inattention or omission on the part of the parent/caregiver to provide for the basic emotional and/or physical needs of the child, including food, clothing, shelter, health, hygiene, safety, adequate supervision and medical attention. Emotionally neglected children do not receive the necessary psychological nurturance to foster their growth and development.

**Emotional abuse** is often the most difficult type of abuse to define and identify. Other than extreme cases, such as locking a child in the dark to frighten him/her, emotional abuse is a pattern of overt rejection, belittling, blaming, accusing, finding fault or shouting at a child.

Every person in Ontario is required under *The Child and Family Services Act* to report his or her belief that a child may be or is in need of protection. All persons in making a report of suspected child abuse to a Children's Aid Society are protected in law against civil action unless the person is proven to have acted maliciously or without reasonable grounds for the belief or suspicion.

In the event that there is a suspicion of child abuse, the following procedure shall be followed:

1. Any person who believes on reasonable grounds that a child is or may be in need of protection shall forthwith report the belief and the information on which it is based to a Children's or Youth Ministry Leader or such other person as the Elders may in writing direct. The Children's or Youth Ministry leader or Elder's designate shall report the matter to either the Elder appointed to oversee the children's ministry of the church or the Elder appointed to oversee the youth ministry of the church and together they shall immediately report the belief to the Children's Aid Society in compliance with *The Child and Family Services Act*, [Section 72(2)].
2. Each person who has reasonable grounds to suspect that a child is or has suffered abuse shall forthwith report the suspicion and the information on which it is based to an Elder or such other person or persons the Elders may in writing direct from time to time. The Elder and/or designate of the Elders shall forthwith report the occurrence to the Children's Aid Society in compliance with *The Child and Family Services Act*, [Section 72(3)].
3. Prior to reporting the occurrence, if necessary and pursuant to *The Child and Family Services Act*, no worker shall, apart from complying with paragraph E(1) and (2) herein (i.e. determine whether or not reasonable grounds exist that a child is or may be in need of protection), conduct any investigation or question any individual(s) unless specifically authorized by the Elders. Any information obtained and any report pursuant to paragraph E(1) and (2) herein shall be considered and treated as CONFIDENTIAL information by the Church.
4. In the case of ongoing investigation or inquiry by the police or Children's Aid Society, Grace Community Church shall in no way interfere or obstruct said investigation or inquiry by conducting its own unless authorized by the appropriate civil authorities.

## F. PROCEDURES IF PERSONNEL IS ALLEGED TO HAVE ABUSED A CHILD

1. If there is a written or verbal report made by a person who is prepared to identify himself or herself alleging that any volunteer worker has abused or threatened to abuse a child or if the Elders receive information about any volunteer worker that might indicate that a child may be at risk, such volunteer worker shall immediately be suspended from any duties or responsibilities in all children's and youth ministry of the Church pending the outcome of an investigation by the Elders and be subject to any discipline policy in the Church Constitution. All persons involved in this investigation shall refrain from admitting any liability or from making any public statements to the media or within the church without obtaining formal legal counsel.
2. If there is a written or verbal report made by a person who is prepared to identify himself or herself alleging that an employed worker has abused or threatened to abuse a child, such employed worker shall immediately be suspended from any duties or responsibilities in all children's and youth ministry with pay pending the outcome of such investigation until otherwise notified by the Elders and subject to any written employment investigation or discipline policy process.
3. Any notice of suspension of a worker shall be given in such a way that no investigation by the Children's Aid Society or police will be put in jeopardy and shall be done in consultation with the civil authorities. The suspension from duties and responsibilities is not and shall not be seen or accepted as the "guilt" of the worker, but only as an indication of the priority given to the need to protect our children.
4. Subject to E (4) any volunteer or employed worker who has been suspended shall be subject to the investigation and discipline process of the Church in accordance with the Church Constitution or such other policies implemented from time to time to deal with the investigation of abuse allegations notwithstanding that applicable criminal or civil investigation process may not have been completed.
5. Any worker found to have abused a child or placed a child at risk of abuse shall, apart from any other discipline process, be prohibited from participation in any children's and/or youth ministry in the Church unless specifically authorized by the Elders and then only in accordance with any and all terms and conditions determined by the Elders.
6. Upon receipt of any alleged abuse complaint, the Leadership Board will contact GCC's insurance agent or broker to report the incident in order to satisfy the statutory conditions of our liability policy.

## G. REVIEW OF THE POLICY STATEMENT ON CHILDREN'S AND YOUTH MINISTRY

1. The Policy Statement on Children's and Youth Ministry shall be reviewed at least once a year by the Elders, Leadership Board and the Leaders of the Children's and Youth ministries.
2. The Policy Statement on Children's and Youth Ministry shall be reviewed annually by all workers involved in Children's and Youth ministries.

## H. ACKNOWLEDGEMENT OF READING

I, \_\_\_\_\_, have read this policy statement (Grace Community Church's Policy Statement on Children's & Youth Ministry) and agree with its directives. I commit to following all aspects of this policy inasmuch as they apply to me.

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*Signature*

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*Date***ABOVE SUSPICION: PROTECT YOURSELF!**

1. Make a point of showing affection to children only in open places where others can see.
2. Touch children in safe places on their bodies, avoiding private places. The back, the head and shoulders are acceptable; the buttocks, groin, thigh and breast area are not.
3. If a child is hurting or ill and needs to be examined, get them professional help if you are not a doctor, and inform the parents or guardian.
4. If a child is sad and needs to be comforted, one possible way to show affection is by placing your arm around a shoulder and giving a gentle hug or squeeze from the side.
5. If a child needs to have a private conversation with you, remove yourselves the necessary distance from the others but stay in view of the group or leave the door ajar.
6. Establish safeguards if you are alone with a child or establish a two-adult rule.
7. Respect the policies of Grace Community Church.
8. Don't be alone and naked with a child. If changing at a pool, use discretion.
9. Be cautious about any conversations involving sex. Joking around with kids in a way that condones promiscuous behaviour or acceptance of sexually explicit material is not acceptable.