

**Covenant Presbyterian Church
Lakeland, Florida
Policies and Procedures**

Title: Minimum Requirements for Working with Children and Youth at Covenant Presbyterian Church

Date: August 17, 2007

Revision: Revision of February 15, 2007 document

Purpose: In order to provide a safe environment for children involved in the ministries of Covenant Presbyterian Church (CPC), the church must take reasonable measures to verify that individuals who work with children are of good moral character and do not have a history of abuse or similar improper behavior that might be repeated against a child or children participating in one of CPC's ministries. This policy sets forth the minimum measures required to be involved in the children's ministry at Covenant.

Scope: This policy is limited to individuals involved in children's ministry while on the premises of CPC or church sponsored off-site events.

Author/Title: CB Campano/CMA

Approved by: Executive Commission of the Session

Date Approved: September 4, 2007

1. All employees and volunteers who minister to children at CPC (this includes but is not limited to the following ministries: Sunday School, Wednesday Night Children's Ministries, Youth Ministries, Nursery for any church event, Children's Worship Hour, Vacation Bible School, Special Children Events such as the Fall Festival and the like, Children and Youth Choirs) must:
 - a. Be a member in good standing of CPC or have been regularly attending CPC for a period of six months. On limited occasions, but never for regular Sunday ministries, it may be necessary to hire outsiders to work in our nurseries or in other non-teaching areas of our children's

ministry. If this is the case, permission to waive the membership/regular attendee requirement may be requested. All requests to waive the requirement for membership/regular attendance at Covenant must be made through the Church and Ministries Administrator. Paid outside workers who are not members/regular attendees at Covenant must give their statement of faith in writing to Church and Ministries Administrator prior to their hiring and must be members or regular attendees of a Christian church. All other requirements of this policy remain in effect.

- b. Sign the "Affirmation of Behavior Consistent with Ministry to Children and Youth" (copy attached).
 - c. Submit to a National Background Screening that includes identity verification. Screening will be repeated every two years. If deemed necessary, screening of an individual will be repeated more frequently.
2. If the background check reveals a concern, the senior pastor and the individual's shepherding elder will be informed immediately by the Church and Ministries Administrator. It will be the responsibility of these men to address the matter urgently (within 24 hours) with the individual and with the affected ministry's leader(s). These men and, if necessary, the session of CPC will be responsible for assessing suitability for ministry in cases where background screening has revealed a concern.
 3. Information obtained during this process will be kept under lock and key in the Church and Ministries Administrator's office and handled as confidential information.

Authored by: CB Campano
Original Date: February 15, 2007
Revision Date: August 17, 2007

Approved by: Executive Commission of the Session
Original Approval Date: March 5, 2007
Revision Approval Date: September 4, 2007

Covenant Presbyterian Church

Affirmation of Behavior Consistent with Ministry to Children and Youth

I affirm ONE of the following statements to be true:

1) ___ I have been attending at least three worship services per month at Covenant Presbyterian Church, Lakeland, Florida for the past six months.

___ I am a member in good standing (not under the discipline of the church) of Covenant Presbyterian Church, Lakeland, Florida.

___ I am a believer in the Lord Jesus Christ and am a member or regularly attend _____.

(name of church)

(This last statement can be used ONLY by paid/outside workers)

2) I have never been convicted of, arrested for, or pled guilty to a felony or offense involving a minor (less than 18 years of age.)

3) My underage children, who may be involved at any time in the children or youth ministry of this church, have not been convicted of, arrested for or pled guilty to a felony or offense involving a child or youth.

4) I affirm that at no time have I engaged in conduct that would fall within the definition of abuse, sexual or otherwise, on a minor (less than 18 years of age).

5) I understand that I am obligated to notify a pastor or a ruling elder of Covenant Presbyterian Church, Lakeland, Florida of any possible disqualifying offenses that may have occurred or may occur while participating in ministry to children or youth.

Signature: _____

Printed Name: _____

Date: _____

Social Security Number: _____
(for screening purposes)