

**CHRISTIAN EDUCATION POLICY HANDBOOK**  
*Providence Presbyterian Church (PPC)*

Approved by PPC Session 7 June, 2010

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## **SECTION 1 – Christian Education Committee (The CE Committee)**

### ***1.1- Commission***

The CE committee is charged with the administration of the CE program at PPC, subject to the final authority of the Session.

### ***1.2 – Mission Statement***

To facilitate the spiritual growth of members and prospective members through the renewing of their minds.

### ***1.3 - Session shall appoint members upon the recommendation of the Committee.***

### ***1.4 - Commitment of CE Committee to Sunday School Teachers***

The CE Committee commits to the following:

- a. To be available to provide loving support, encouragement, and counsel.
- b. To review, recommend, and provide curriculum resources.
- c. To recruit teachers and other staff as needed.
- d. To provide suitable supplies, environment, and equipment.
- e. To plan special events to simulate interest in Sunday school.
- f. To encourage communication between teachers, parents, and church leaders.

## **SECTION 2 - General Requirements and Policy for All CE Workers**

### ***2.1 - Definitions***

- A. Christian Education (CE) Worker** - Any person, paid or unpaid, who teaches, assists a teacher, or otherwise helps in any ministry which falls under the supervision of the CE Committee at PPC. Workers must be approved by the CE Committee or its appointed director(s).
- B. Teacher** - Any CE Worker who assumes the role of teacher or facilitator in any CE ministry. They are primarily responsible for studying and preparing the curriculum/lessons they are to present and for the administration of the classes/groups they teach. Teachers are required to be members of PPC unless otherwise approved by Session.
- C. Teacher's Assistant (TA)** - Any CE Worker who regularly assumes the role of assisting a Teacher in any CE ministry. A TA may assist a Teacher in any way the Teacher sees fit, but must defer to Teacher in matters of curriculum presentation and classroom administration. TA's are encouraged, but not required, to be members of PPC.
- D. Volunteer** - Any CE Worker who assumes the role of leader or assistant in some capacity or ministry which does not directly involve Biblical instruction. This includes, but is not limited to, snack volunteers for English Second Language, craft volunteers for Vacation Bible School, volunteers in infant nursery, chaperones/drivers for special trips, etc. Volunteers are encouraged, but not required, to be members of PPC.
- E. Child/Youth CE Worker**—any CE worker who works with children and/or youth eighteen years of age and below.
- F. Youth CE Worker** – any CE worker who works with youth eleven years of age and above.

### ***2.2 - The Word of God, Our Guide***

CE workers shall perform their duties as unto the Lord. Accordingly, they shall serve with diligence, proper preparation, humility and love.

### ***2.3 – Authority of the Session***

CE Worker shall submit to the leadership and authority of the Session of PPC, which has power to “establish and control Sunday schools and Bible classes...and special Bible study groups.” (Book of Church Order 12-5)

## ***2.4– Sexual Abuse and Molestation Prevention Policy***

**Providence Presbyterian Church (PPC)** does not permit or allow sexual abuse or Molestation to occur in the Church, facilities, its workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteer, family members, church officers, individuals, and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interacting for the gratification of the actor who is functioning as a caregiver and is responsible for the patient’s or child’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment which is another form of behavior which is prohibited by Providence.

### **Reporting Procedure**

All staff members who learn of sexual abuse being committed must immediately report it to an elder then active on the Session. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

### **Investigation & Follow Up**

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to the termination of the actor’s relationship with Providence.

There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuses includes, but is not limited to:

1. Sexually transmitted diseases
2. Difficulty walking or ambulating normally

3. Stained, bloody or torn undergarments
4. Genital pain or itching
5. Physical injuries involving the external genitalia

Behavioral signals suggestive of sexual abuse include, but are not limited to:

1. Fear or reluctance about being left in the care of a particular person
2. Recoiling from being touched
3. Bundling oneself in excessive clothing, especially night clothes
4. Discomfort or apprehension when sex is referred to or discussed
5. Nightmares or fear of night and/or darkness

**Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, church officer or other individual, who in good faith reports sexual abuses, alleges it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

**ACKNOWLEDGMENT OF RECEIPT OF SEXUAL ABUSE POLICY**

I, \_\_\_\_\_, acknowledge that I have received and read the sexual abuse policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Employee/Volunteer

\_\_\_\_\_  
Signature

Date(s) of Annual Review(s) (employee/volunteer to write the date in his/her own handwriting – additional sheets will be attached in necessary).

- |    |    |    |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

## ***2.5 - Child Abuse Reporting***

**CODE OF MARYLAND REGULATIONS**, section 07.02.07.02, defines child abuse and child neglect in the following manner:

- a. Child abuse means physical injury, not necessarily visible, or mental injury of a child, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.
- b. Child neglect means the failure to give proper care and attention to a child including leaving a child unattended under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk of harm.
- c. Sexual abuse means an act or acts involving sexual molestation or exploitation, whether physical injuries are sustained or not.
- d. Mental injury means the observable, identifiable, and substantial impairment of a child's mental or psychological ability to function.
- e. Indicated means a finding that there is credible evidence, which has not been satisfactorily refuted, that physical abuse, neglect, or sexual abuse did occur.
- f. Unsubstantiated means a finding that there is an insufficient amount of evidence to support a finding of indicated or ruled out.
- g. Ruled Out means a finding that abuse, neglect, or sexual abuse did not occur.

**CODE OF MARYLAND REGULATIONS**, section 07.02.07.04, mandates reporting of child abuse and child neglect in the following manner:

- a. An individual shall immediately report suspected child abuse or neglect to the local department of social services, or report the suspected incident to a local law enforcement agency.
- b. Health practitioners, educators, human service workers, and police officers are required to report, both orally and in writing, any suspected child abuse or neglect, with oral report being made immediately and the written report being made within 48 hours of the contact which disclosed the suspected abuse or neglect.
- c. Reports of abuse shall be made to the local departments of social services or the appropriate law enforcement agency. Reports of neglect shall be made to local departments of social services.

***\*Standard Child Abuse/Neglect Reporting "Form 3" found in Appendix***

## ***SECTION 3 - Special Requirements and Policy for Child/Youth CE Workers***

### ***3.1 - Standard Policy for Child/Youth CE Workers***

- a. No adult who has been convicted of or has received Probation Before Judgment for sexual abuse, physical abuse, or emotional abuse of a minor (“Child Abuse”) shall be permitted to work with children or youth in any education ministry or related events.
- b. Child/Youth CE workers shall observe the “two-adult rule” at all times so that no adult is ever alone with children or youth at any education ministry events, including but not limited to Sunday school and nursery.
- c. Child/Youth CE workers shall endeavor to attend training and educational events provided by the church.
- d. Child/Youth CE workers shall immediately report to the Assistant Pastor any behavior that seems abusive or inappropriate.
- e. Rooms where ministries for children take place shall include windows on the doors, or doors will be left open when activities are taking place.
- f. Children/youth shall never be left unattended in any education ministries or related events.
- g. While caring for children in any of our ministries, all CE Workers shall use best efforts to avoid settings in which they would have to be alone with a child.
- h. For the CE Worker’s protection, when members of the same family are working with babies or children, another adult shall be present who is not related to the CE Worker(s).
- i. Parents are welcome at any time to stop by their child’s room to observe, however they endeavor to avoid distracting the children.

### ***3.2 - Special Policy for Youth CE Workers***

#### **A. Appearance**

***"People look on the outward appearance but God looks on the heart."***

The first phrase is not the heart of the verse, but it’s the truth. Students and adults will base their impression of our ministry on their impression of us. For this reason, Youth CE Workers shall wear appropriate clothing (1 Corinthians 9:19-23).

- a. The activity should dictate the type of clothing worn.

- b. All of our clothing should be clean, communicating personal discipline and recognition of self-worth, be modest, protecting the reputation and image of the Holy Spirit (1 Timothy 2:9, 1 Corinthians 8:27, 1 Thessalonians 4:6a).

## **B. Student Relationships**

Discretion in Youth CE Worker's personal lives is fundamental to both spiritual integrity and to continuing to do spiritual ministry among students and their families (Ephesians 5:1-12, 15-16). To live wisely and without any hint of sexual misconduct, Youth CE Workers shall keep the following standards:

- a. Any verbal or nonverbal sexual interaction with any student is forbidden.
- b. Dating or going out with any junior or senior high student is forbidden.
- c. Discretion must be used in physical contact with any students. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging, or affectionate kissing raises questions. Any display of affection, such as appropriate hugging, should be made in a public setting.
- d. Sexual gestures or overtures to a Youth CE Worker by a student should be reported to the Assistant Pastor.
- e. Youth CE Workers should form male/female ministry teams whenever possible.
- f. One-on-one counseling with a student should always occur in a public place. As a general rule, when counseling a member of the other sex, a CE Worker member of the same gender as the counselee shall be present.
- g. If a situation arises in which a Youth CE Worker is alone with a student of the opposite sex the Youth CE Worker shall quickly move that situation to a public setting. Never be alone with a student of the opposite sex.
- h. Driving alone with a student of the opposite shall be avoided at all times.
- i. All suspicions of Child Abuse shall be reported to the Assistant Pastor.
- j. Any knowledge or suspicion of any Youth CE Worker having an inappropriate relationship with a student shall be reported promptly to the Assistant Pastor. If the person in question is the Assistant Pastor, the report shall be made to the Pastor.
- k. No wrestling or physical horseplay shall occur between Youth CE Workers and students of the opposite sex.

## **C. Dating**

Acknowledging that one of the most fulfilling relationships in Scripture and life is the one that a man and woman share, we recognize that a Youth CE Worker may establish a relationship with another Youth CE Worker of the opposite sex. We also recognize the greatest visible destroyer of ministries is moral impurity. The following policies should be understood in that light.

- a. Youth CE Workers involved in a dating relationship should model appropriate behavior. Particularly during church functions, our focus is to be on the Lord as well as students.
- b. In the case of premarital sex, extramarital sex, or a homosexual incident, immediate suspension from all CE Ministries shall will occur.

## **D. Character Expectations**

1. **To keep our integrity:** the motives, attitude, and actions of Youth CE Workers should be completely transparent. Our honesty should be testable by Luke 16:10-12.
  - i. *Faithfulness in little things*—being on time, keeping our word, filling requests on time, following through with students and other responsibilities.
  - ii. *Faithfulness in money*—turning in receipts, being very cautious with event cash and petty cash, remembering people have sacrificially given that dollar.
  - iii. *Faithfulness in that which belongs to another*—treating all the church equipment and property with utmost respect.
2. **To be teachable:** All CE Youth Workers shall attend church regularly and seek to grow spiritually.
3. **To be an appropriate role model:** Youth CE Worker’s responsibilities naturally require frequent interaction with students and their families, as well as the community. Because Youth CE Workers are leaders and role models, they must use *careful discretion* when choosing movies, music, etc., for ministry activities. The use of R-rated movies is prohibited. Use PG-13 movies with extreme caution. *In all cases, preview a movie that you’re considering showing at a youth activity.* When in doubt, check with the Assistant Pastor.
  - i. Along with entertainment choice, substances used by Youth CE Workers model behavior to students. Youth CE Workers shall abstain from the use of alcoholic beverages in the presence of students at Church sponsored events.
  - ii. Youth CE Workers shall never voice a critical opinion regarding church staff and officers, parents, or other students, in front of students.
- c. **To develop a servant's heart:** "Let nothing be done through strife or vain glory; but in lowliness of mind let each esteem others better than themselves. Look not every man on his own things, but every man also on the things of others. Let this mind be in you, which was also in Christ Jesus...who made Himself of no reputation and took upon Him the form of a servant...He humbled Himself, and became obedient...even the death of the cross." (Phil. 2:3-8).

We aren’t concerned about rank or position; the one in the pulpit is of no greater importance in God's eyes than the one leading a small group or driving the buses. As we faithfully serve one another within the ministry, the Lord expands our outreach and provides opportunities to serve those outside of the ministry. In homes, at church, and in the community, others should remember us by our willingness to serve them. "Humble yourselves in the sight of the Lord, and He will lift you up" (James 4:10 and Luke 17:10).

### ***3.3 - Special Policy for Youth Outings***

#### **Youth outing & driving procedures:**

- a. All drivers and leaders/chaperones should be CE workers.

#### **Driving:**

- a. Do not let students transport to youth outings. Only CE workers authorized by the CE committee may transport youth to the outings.
- b. All drivers should obey all traffic laws.
- c. All vehicles should have adequate insurance in effect.
- d. All students and leaders should use a seatbelt when available.

- e. When traveling to or from an event, all drivers should be informed as to the specifics of the trip, all drivers should try to travel together.
- f. Trip details and a list of those attending should be left at the church office.
- g. Never drive a student of the opposite sex home alone.

**Youth outings and overnight trips:**

- a. It is preferable that there be both male and female leadership at all co-ed events. It is mandatory for all over night events.
- b. All students must submit a permission slip signed by a parent or legal guardian.
- c. All students shall submit a medical release form signed by a parent or legal guardian within one year of the event.
- d. A first aid kit and the medical release forms should go on all outings and trips and be accessible only to the adult leaders. If a student has a medical need, they may not access the first aid kit themselves.
- e. Any known details regarding the trip shall be made available to parents in written form and/ or on the church website. Details shall include leaders, transportation arrangements, sleeping arrangements and an emergency contact number.
- f. Students should have adult supervision at all times.
- g. All students should be instructed before leaving as to expected behavior and boundaries; including, but not limited to:
  - i. All students should stay with the group; leaving the group alone or in couples is not permissible.
  - ii. No alcohol, tobacco or controlled substances.
  - iii. Any accidents or incidents should be reported to a leader.
  - iv. Students should never enter the sleeping area of the opposite sex.
- h. Students conduct shall be courteous and respectful to all those in the group and conduct themselves as ambassadors of Christ and the church.
- i. Students WILL be sent home if they can not comply. In such case, parents will be contacted to make arrangements to pick up the student.

***3.4- Illness Policy for CE Workers and Students***

- a. Providence aims to provide as healthy an environment as possible for children and CE Workers. Toward this end, children who display symptoms of sickness due to viral or bacterial infections will not be permitted to stay in any activity with other children. The following symptoms are considered contagious:
  - i. Cold with cough and or congestion
  - ii. Purulent (colored, thick) drainage from the nose
  - iii. Fever
  - iv. Diarrhea
  - v. Vomiting
  - vi. Temperature over 101°F

- vi. Infected skin or open sores
  - vii. Unexplained itching and rash
  - viii. Pink eye
  - ix. Sore throat
- b. Any child or CE worker should be symptom free for 24 hours without medication prior to returning to Children's Ministry activities.
  - c. If a child becomes sick during participation in an activity, and is displaying any of the above symptoms, parents may be called and asked to take their child home.
  - d. In the event that a child has a clear runny nose in the absence of any other cold symptoms (such as with teething , asthma or allergies), the child is not considered to be contagious and may participate in activities.
  - e. CE Workers shall not administer medication to children except in an emergency.

### ***3.5- Communicable Disease Control & Blood/Bodily Fluid Containment***

CE Workers shall comply with the following:

The Center for Disease Control (CDC) has established a set of universal precautions for handling spills of blood or bodily fluids to minimize the risk of spread of communicable diseases. Body fluids include saliva, sputum, urine, fecal material, nasal discharge from open sores, sweat, and tears.

- a. Gloves must be made available and should be worn for touching blood and body fluids (including diapers), mucous membranes (eyes, nose, mouth), or non-intact skin (cuts, open sores), and for handling items or surfaces soiled with blood or body fluids. ***Gloves must be changed after each contact.*** Gloves must be disposed of immediately.
- b. Hands and other skin surfaces should be washed immediately and thoroughly if exposed to blood or body fluids. Hands should be washed immediately after gloves are removed. Gloves must be disposed of immediately. Careful hand washing after each contact is essential to prevent spread of infection.
- c. Cleaning of body fluids on surfaces shall be done with gloves. The surface on which any spill occurs shall be cleaned with germicidal disinfectant. Where possible, the use of nonporous barriers is encouraged to simplify cleanup after changing diapers. The use of such barriers does not negate the responsibility of the worker to ensure that proper cleanup of inadvertent spillage has been done.
- d. No worker who has open or weeping skin shall handle any situation involving potential blood/body fluid contact.
- e. All contaminated cleanup material shall be disposed of in sealed plastic trash bags placed in a larger trash bag out of the reach of children.

- f. All wounds must be covered, in workers or children.
- g. Ideally, toys soiled by saliva should never be shared, and should be washed in germicidal disinfectant after each use.
- h. Toileting of children with poor personal hygiene should be done by an adult wearing gloves. Gloves must be disposed of immediately.

Materials used for cleanup of blood or body fluids include: first aid kit, latex gloves, paper towels, sawdust, dust pan/handle brush, a germicidal disinfectant (keep out the of reach of children), and plastic bags.

### ***3.6 - Discipline of Youth/Children***

- a. All CE Workers shall display an attitude of Christian love, respect, and patience.
- b. Prevention of adverse behavior is our first priority so that corrective discipline will not be necessary.
  - i. Most problems can be prevented by an initial explanation of acceptable and unacceptable behavior and then reinforced as the need arises.
  - ii. CE Workers can help reduce disciplinary problems by being punctual and prepared for the activity.
- c. Minor problems may be dealt with privately by a CE Worker. The Assistant Pastor and the parents should be consulted when unacceptable behavior is destructive, defiant, or repetitive. This will allow time for wise decisions to be made will keep enforcement of discipline more consistent.
- d. When discipline becomes necessary, the CE Worker should ask the offending person to explain his or her behavior to avoid premature judgments that may not take into account all relevant information.
- e. When disobedience persists, the CE Worker should give counsel using relevant Scriptures and pray with the individual. When possible, the person should be taught and expected to genuinely seek the forgiveness of those involved, and express the intention not to repeat the same or similar behavior. CE Workers involved should verbally accept the apology and display a genuine spirit of forgiveness.
- f. CE Workers are never to use verbal abuse, physical abuse, or corporal punishment.
- g. In cases when the problem persists after parental involvement, the CE Worker may remove the child for the duration of the activity. Additionally, the child may be excluded from future activities until the problem has been resolved.

Scripture References:

- **Proverbs 10:1** - wise children
- **Matthew 18:15, 16** - reconciliation
- **Romans 12:9 - 21** - Christian behavior
- **2 Corinthians 5:17** - new creation
- **Galatians 6:1 - 2** - restoration

- **Ephesians 4:32** - kindness and forgiveness
- **Colossians 3:17** - glorify God
- **1 John 1:9** - confession

### ***3.7 - Safety and Accident Policies***

#### ***Safety Procedure:***

Providence expects each of its staff and volunteers to cooperate with its safety program. Major points of our program require that:

- a. All injuries and accidents shall be reported immediately to the Assistant Pastor. CE Workers shall obtain medical aid for the injured without delay.
- b. Personal protective equipment, when required, must be worn by all CE Workers and students.
- c. Hazardous conditions and other safety concerns must be reported immediately to the Assistant Pastor.
- d. CE Workers shall follow all safety rules. Failure to follow the rules may result in disciplinary action and/or removal from the ministry.

#### ***Accident Policy:***

- a. When there is a CE Worker, volunteer, or student injured, apply first aid immediately. If there is a serious injury or symptoms call “911” for help or takes the person to the hospital.
- b. Let the Assistant Pastor know about the accident and explain the details.
- c. Immediately call the parents of the student to let them know about the injury.
- d. Fill out the accident report form and turn it into the Assistant Pastor.

## **APPENDIX - Standard Forms**

# FORM 1 - CE WORKER APPLICATION

## Personal Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Work Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
\_\_\_\_\_  
Spouse's Full Name \_\_\_\_\_  
Children's name(s) and age(s) \_\_\_\_\_  
\_\_\_\_\_

## Church Affiliation

How long have you attended Providence Presbyterian Church (PPC)? \_\_\_\_\_  
Member of Providence Presbyterian Church (circle one)      yes      no  
    If yes, how long have you been a member? \_\_\_\_\_  
Please list any other churches you have attended regularly over the past five years and length of attendance \_\_\_\_\_  
\_\_\_\_\_

## Church Ministry

In what activities/ministries of PPC are you presently involved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For what position at PPC are you applying/volunteering? \_\_\_\_\_  
\_\_\_\_\_

Please explain any career or volunteer experiences you have had and/or any gifts, training, education, or other factors that have prepared you for this position. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently charged with, or have you ever been convicted, received probation before judgment, or pled guilty to, a charge of abuse or crime involving actual or attempted sexual misconduct with, or sexual molestation of, or physical violence against, a minor? (circle one)      yes      no  
If yes, please explain in detail on separate paper.

**Personal References** (list up to three)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Years known \_\_\_\_\_  
Relationship to person \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Years known \_\_\_\_\_  
Relationship to person \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Years know \_\_\_\_\_  
Relationship to person \_\_\_\_\_

**Applicant's Statement**

The information contained in this application is true and correct to the best of my knowledge. I authorize my employer, any of the above references and/or churches to give you any information that they may have regarding my character and fitness to work and serve in the ministries of Providence Presbyterian Church. I understand that my involvement in said ministries is governed by The Session of PPC and the standards they have set forth in The Christian Education Policy Handbook, and I covenant and agree to submit to their discipline and leadership.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FORM 2A - Adult CE Worker Contract

### Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title of position and/or ministry \_\_\_\_\_

Do you commit to teach for one (1) Sunday school quarter or other stated time period?

(circle one)            yes            no

If other stated time period, please list time \_\_\_\_\_

Have you read, and do you understand and agree to, Section 2 of the Policy Handbook, specifically as it discusses The Session's rule, church discipline, teaching in accord with The Bible, The Westminster Confession of Faith, and policies of personal conduct? (circle one)

yes            no

Do you commit to adequately prepare Sunday School (or Bible Study) material? (circle one)

yes            no

Do you commit to seek out CE Committee members assigned to Adult Education and to inform them of desired changes, or planned absences and need for replacement teacher(s), etc.

(circle one)            yes            no

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FORM 2B - Child/Youth CE Worker Contract

### Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title of position and/or ministry \_\_\_\_\_

Do you commit to teach for one (1) full Sunday school year (four quarters) or other stated time period?

(circle one)        yes        no

If other stated time period, please list time \_\_\_\_\_

Have you read, and do you understand and agree to, Section 2 AND 3 of the Policy Handbook, specifically as it discusses The Session's rule, church discipline, teaching in accord with The Bible, The Westminster Confession of Faith, policies of personal conduct, the "2 adult rule", discipline of Children/Youth, prevention of Child abuse, reporting of suspected or witnessed abuse, and disease control, bodily fluid containment, etc.?

(circle one)        yes        no

Do you commit to adequately prepare Sunday School (or Bible Study) material as one should including specific recommendations/expectations of time that should be spend on preparation...?

(circle one)        yes        no

Do you commit to seek out CE Committee members assigned to Youth/Child Education and to inform them of desired changes, or planned absences, need for replacement teacher(s), etc., and need for any materials including curriculum, craft, and First Aid, etc.

(circle one)        yes        no

Do you commit to keep record of attendance for CE records?

(circle one)        yes        no

Do you commit to pray for students?

(circle one)        yes        no

Do you commit to attend regular CE Worker meetings?

(circle one)        yes        no

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# FORM 3 - Report of Suspected Child Abuse

Child's Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Father's Full Name \_\_\_\_\_  
Mother's Full Name \_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Work Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Father's Cell Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Mother's Cell Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Present location of the child \_\_\_\_\_  
\_\_\_\_\_

Age of Child \_\_\_\_\_ Age(s) of other children in the child's house \_\_\_\_\_  
\_\_\_\_\_

Please list the nature and extent of injuries or sexual abuse or neglect of the child, including any information known to the individual making the report of previous possible physical or sexual abuse or neglect. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) Please list any information that might aid in establishing the cause of the injury or neglect. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) Please list any information about the identity of the individual or individuals responsible for the abuse or neglect. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of individual \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Gender \_\_\_\_\_

Name of individual \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Gender \_\_\_\_\_

Name of individual \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_  
Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Gender \_\_\_\_\_

If reporting abuse or neglect of a child involving mental injury, a description of the substantial impairment of the child's mental or psychological ability to function that was observed and identified, and why it is believed to be attributable to an act of maltreatment or omission of proper care and attention.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reportee's Statement**

The information contained in this application is true and correct to the best of my knowledge. I understand the seriousness of the report that I am turning in.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact phone number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Wicomico Co. Dept of Social Services (& Child Protective Services)

**Tel:** (410) 713-3900 or (410) 713-3497, **After hours:** (410) 548-4891 Sheriff's Ofc.

**FAX:** (410) 677-4830

**Address:** 201 Baptist Street, Salisbury, Maryland 21802-22

**FORM 4 –  
Confidential  
Criminal Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Social Security Number: \_\_\_\_\_ (DOB): \_\_\_\_\_

Driver License Number/State: \_\_\_\_\_

For what position at Providence are you applying/volunteering? \_\_\_\_\_

\_\_\_\_\_

This position is (circle one) paid volunteer

Have you ever been convicted of a crime, other than minor traffic offenses?

(Circle one) yes no

If yes, please explain the charges: \_\_\_\_\_

\_\_\_\_\_

In what state, country, and year did these convictions occur? \_\_\_\_\_

\_\_\_\_\_

The information contained in this application is correct and to the best of my knowledge. I hereby authorize Providence Presbyterian Church of Salisbury, Maryland and/or its designated agents and representatives to conduct a comprehensive review of my background as part of my application for employment or volunteer position. This may include information contained in public records, which may include but is not limited to credit history, current and previous residences; employment history, education background,

character references, drug testing, civil and criminal files from any justice agency in any or all federal, state, county jurisdictions, driving records, birth records and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written pertaining to me, to Providence Presbyterian Church or its agents. I further authorize the complete release of any and all records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources and release them from liability and responsibility for such disclosures.

Providence Presbyterian Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth. A photo static copy of this document can be substituted for the original. This document shall be valid for a period of one (1) year from the date of my signature.

Printed Name: \_\_\_\_\_

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