



PENTECOSTAL
Church In Motion

“Go... and make disciples” Matthew 28:19

United Pentecostal Church in Motion

Official Child Protection & Abuse Policy

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Version History

Date	Summar of changes or updates
	Initial version drafted for PCIM Board review.

General Purpose Statement

The Pentecostal Church in Motion (hereafter denoted by PCIM) seeks to provide a safe and secure environment for the children, staff, and volunteers who participate in our programs and activities. By implementing the below practices, our goal is to protect the children, staff, and volunteers of PCIM from incidents of misconduct or inappropriate behavior, while also protecting our staff and volunteers (Ministry Workers) from false accusations.

Definitions

For purposes of this policy, the terms “**child**”, “**children**”, or “**minor(s)**” include all persons under the age of nineteen years and individuals that are nineteen years or older¹ but, due to a significant physical, mental or emotional disability, are unable or unlikely to be able to report possible child abuse without assistance from a competent adult.

PCIM refers to the United Pentecostal Church in Motion, with its headquarters located at 1709 Route 101 Hwy, Nasonworth NB E3C 2E2.

The term “**Child Ministry Worker**” includes both paid and unpaid persons who work with children at PCIM or serve in any capacity as staff or volunteer. This includes anyone involved in a day care or church school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

“**Ministry Worker**” includes both paid and unpaid persons who serve in any capacity as staff or volunteer with PCIM.

The **PCIM Child Leadership Team** refers to the team of church leaders designated by the Pastor and church Board to oversee children’s ministries. It is recommended to have at least one female and one male on the PCIM Child Leadership team with 3 to 5 members in total. Individuals considered at Arm’s Length² must make less than 50% of the Child Leadership Team.

¹ New Brunswick law states the age of majority is 19 years old: <https://laws.gnb.ca/en/document/cs/A-4>

² <https://www.canadiancharitylaw.ca/faq/what-is-arms-length-for-canadian-registered-charities/>

The PCIM Child Leadership Team is responsible for the oversight of Child Ministry Workers in regards to ensuring all Ministry Workers comply with and abide by the PCIM Child Abuse Policy and that the policies and reporting requirements documented within the PCIM Child Abuse Policy are completed.

Compliance and Auditing

An internal audit must be completed every twelve months by someone not on the PCIM Child Leadership Team. The audit must verify, at a minimum, that all staff (regardless of position) and any volunteer youth/child ministry workers have valid and current vulnerable sector checks and training certificates. Additional items to validate are: completed applications, interview records, and reference check records for any new ministry workers since the previous audit.

Child Abuse

Definition of Child Abuse³

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes, but is not limited to, the following:

- **Physical abuse**
Any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting. This includes unwanted and/or non-consensual touching, rough housing, or other physical contact. When something is done to harm a child’s body, it is physical abuse. Some examples of physical abuse include slapping, kicking, hitting and shaking **or threatening** to do any of these things.
- **Emotional abuse**
Emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing. Saying mean things to another person to hurt them is a way of bullying, scaring, or putting them down. So is **threatening to hurt** someone or to do something mean to them.
- **Sexual abuse**
Any sexual activity between a child and an adult or between a child and another child for the purpose of sexually arousing or gratifying either person, including activities such as fondling, exhibitionism, intercourse, incest, explicit sexual verbal enticements, and pornography.
- **Child Neglect**
Depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.
- **Harassment**
Harassment includes causing children to “fear for their safety or the safety of anyone known to them.
- **Improper Touching**
Full frontal hugs, kisses on the mouth, touching bottoms, chests or genital areas, showing

³ Definitions of abuse include specific wording to ensure our definitions align with the Canadian Law: <https://www.justice.gc.ca/eng/cj-jp/fv-vf/ca-me.html>

affection in isolated areas of a building, touching knees or legs, male/female and/or one-on-one wrestling, piggyback rides, tickling, massage or any form of affection unwanted by the minor.

- **Improper Discipline**
Spanking, grabbing, hitting, or other physical discipline of children.

Responding to Allegations of Child Abuse

Ministry Workers may become aware of abuse or neglect of the children under our care. In the event that a PCIM Ministry Worker becomes aware of suspected abuse or neglect of a child under PCIM care, this should be reported immediately to the PCIM Child Leadership Team and to the Pastor.

The incident must be reported to authorities, as mandated by provincial & federal law. The Ministry Worker, the PCIM Child Leadership Team, and Pastor should make the reporting call together and must not delay reporting, as abuse or suspicions of abuse must be reported to authorities immediately. All details of the incident that were shared by the victim should be thoroughly documented and communicated to authorities, and the call to report the abuse to authorities should also be documented.

PCIM staff handling any reported allegations of abuse must maintain thorough documentation of all steps taken including documentation of communications with any parties involved.

Immediate Reporting Responsibility

In the event an incident takes place or is suspected to have taken place, the first Ministry Worker to witness or be made aware of the incident shall immediately verbally notify

- A member of the PCIM Child Leadership Team,
- Another ministry worker, or
- The Pastor.

The most senior ministry worker shall begin the formal process as outlined below:

In the event that an incident of abuse or neglect is alleged to have occurred at PCIM or during our sponsored programs or activities at any location, the following procedure shall be followed and the PCIM Child Leadership Team will be responsible that the following occurs:

1. The parent or guardian of the child shall be notified and a commitment will be expressed to provide comfort and spiritual and emotional support, which may include an offer of counseling, spiritual assistance, or other services as may be mutually agreed upon.
2. All allegations of abuse shall be reported to the civil authorities, and the organization will comply with the mandatory reporting of abuse as required by law. The organization will fully cooperate with the investigation of the incident by civil authorities.
3. The worker or church member alleged to be the perpetrator of the abuse or misconduct (the "Accused") will immediately be placed on leave pending an investigation. The Accused shall be instructed orally and in writing to remain away from the premises, not to have any contact with the victim, his or her family, or with any witnesses or potential witnesses, that the civil authorities are investigating, and of his or her right to retain an attorney.

4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. PCIM will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis, and not for the purpose of investigating the incident or influencing the investigation. Additional support such as offering professional counseling, etc., can also be provided to anyone who desires it.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their ministry position.

Child Ministry Workers

Selection of Child Ministry Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

1. **Six Month Rule**
No person will be considered for any ministry position involving contact with minors until he/she has been involved with PCIM for a minimum of 6 months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.
2. **Member in good standing**
Each Child Ministry Worker must be a member of PCIM in good standing in order to be considered for the position, and must maintain membership while in the position.
3. **Written Application**
All persons seeking to work with children must complete and sign a written application in a form to be supplied by PCIM. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference, and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in a secure and confidential file in the church office.
4. **Personal Interview**
Upon completion of the application, a face-to-face interview will be scheduled with the applicant to discuss his/her suitability for the position.
5. **Reference Checks**
Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has previously worked with children. Documentation of the reference checks will be maintained in a secure and confidential file in the church office.

6. Background Checks

A Vulnerable Sector Check (PVSC)⁴ is required for all staff (regardless of position) and Child Ministry Workers. The PVSC is to be submitted via the Fredericton Police Force website.

Before a background check is run, prospective Child Ministry Workers will be asked to sign an authorization form or forms allowing PCIM to run the check. If an individual declines to sign any authorization form, he/she will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by the PCIM Child Leadership Team on a case-by-case basis in light of all the surrounding circumstances and in accordance with federal and provincial law. Unless federal and/or provincial law prohibit, generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children, as well as the failure to disclose a criminal conviction on any application form.

The background check authorization form and results will be maintained in a secure and confidential file in the church office. Vulnerable Sector Checks will be administered every two years. Should a current Ministry Worker receive an allegation or criminal charge after the initial application is approved and the background check has been completed, that Ministry Worker is required to immediately disclose the charge to the PCIM Child Leadership Team, regardless of severity or disposition. At that time, leadership will determine whether the charge is a disqualifying offense and may deny the Ministry Worker from participating further in current roles or in any future positions

Training

PCIM will provide training on this child protection policy, as well as mandated reporting, to all new childcare workers and will strive to provide opportunities for additional training classes or events on an ongoing basis or as a need arises. All workers must attend these training events.

Teenage Child Ministry Workers

We recognize that there may be times when it is necessary or desirable for workers (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least twelve⁵ years of age and must have completed a safe church/abuse prevention course as approved by the PCIM Child Leadership Team.
- Must be screened as specified above in Selection of Workers and approved by the PCIM Child Leadership Team.
- Must be under the supervision of an adult and must never be left alone with children.
- Are not adults and therefore not to be considered for the enforcement of the 2 Adult Policy.

⁴ <https://www.policerightsolutions.ca/checks/services/fredericton/index.php?page=pvsc>

⁵ New Brunswick law establishes that children must be 12 years old to be left alone or in charge of other children: <https://cwrp.ca/sites/default/files/publications/144e.pdf>

Policies and Procedures

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it which provides an entire view of the room's interior and its occupants.

Two Adult Rule

It is our goal that a minimum of two unrelated Ministry Workers will be in attendance at all times when children are being supervised during our programs and activities. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation. In a counseling situation, the Open Door Policy shall apply.

Attendance Policy

Check-in/check-out procedure

For children 11 and under, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," the Sunday School Ministry Director or designate will be contacted.

He or she will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian. If the parent is unknown to the ministry director, the parent can use his/her driver's license or another form of legal ID to authorize pick up.

For children 12 and older, a waiver form must be signed to allow the child to forego the check-in/check-out procedure.

A list of approved individuals for each child must be maintained and used by Child Ministry Workers. For first-time visitors, the on-duty Child Ministry Worker must make every effort to ensure each visiting child is picked up by the same individual given the "child check".

Attendance Records

For all activities involving children and youth, attendance records shall be kept and entered by the Child Ministry Workers supervising the activity. The record can be recorded on paper and then transferred into the official system of attendance used by PCIM after the fact or entered directly using an electronic device. If entered after the fact, paper copies must be signed by the Ministry Workers on duty and kept on file until reviewed by another member of the Child Ministry Leadership Team for accuracy verification.

Supervision Policy

Church staff and volunteers should always conduct themselves appropriately, being an example of integrity, respect and honesty to those in their care. The desire is to provide a safe and loving environment where children and youth feel comfortable and are protected.

All children must be under the supervision of a Ministry Worker at all times. Supervision must be provided before and after an event until all children are in the custody of the parents or legal guardians. The Two Adult policy applies to all situations of child supervision.

In the case a child is lost and/or leaves the supervision of their assigned Ministry Worker:

- The assigned ministry worker will immediately notify their companion Child Ministry Worker of the situation to ensure continuous supervision of all children and will seek another adult to accompany them to search for the missing/lost/absent child and return them to the group.
- In the case another adult is not available, the Child Ministry Worker will either take their group with them unless there are any safety concerns, or immediately call for help, including calling 911 if the situation is urgent.

Transportation Policy

Transport between homes and the church site before/after youth group, Sunday school activity, or other on-premise activity.

It is the responsibility of parents/guardians to either provide lifts or arrange alternative transport for their children to and from regular children's/youth events.

Transport while on children's/youth group events.

Written permission from parents/guardians is to be obtained before children/young people travel in a vehicle driven by a person other than their parent/guardian.

Only drivers with class 5 or higher are to transport minors from the church site to the event or to the church site from any event. All drivers must be responsible and not impaired by alcohol or any other mind altering or addictive substance. All motor vehicles used must be registered, insured, safe and fitted with appropriate child restraints or safety devices.

Child protection (3-person rule)

To the extent practicable, a Ministry Worker is not to be alone in a car with a member of the children's/youth group even with parental permission, except where the minor is a family member. If such a situation is unavoidable, the child's parent(s)/legal guardians must be informed of the trip, the reason for it, and give consent.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at PCIM. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Coughing, sneezing, or green or yellow runny nose;
- Eye or skin infections;
- Lice or nits; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of PCIM not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the ministry director to develop a plan of action and provide written consent for the action plan.

In the case of minors with severe allergies requires the use of an EPIPEN, all Ministry Worker at PCIM must be trained in the appropriate use of the EPIPEN and provided with the knowledge of where to find each child's EPIPEN in the case it must be located and used.

Discipline Policy

It is the policy of PCIM not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Ministry Director if assistance is needed with disciplinary issues.

Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the worker should coach the child from outside the stall. If there is an emergency, two workers should help address the problem, with the stall door open while they assist the child, and possibly call for the parent(s)/guardian.

In light of the fact that most abusers are male, and for the protection of our male volunteers, it would be wise for men to avoid assisting boys or girls of any age in the washrooms. We suggest that only women assist children in the washrooms.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Touching & Display of Affection

Touch is an essential responsibility in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and

special needs. Physical contact with children should be age and developmentally appropriate. The following examples are guidelines only to assist Ministry Workers:

Appropriate Touch

Love and caring can be expressed in the following appropriate ways:

- Bend down to the child's eye level and speak kindly; listen to him or her carefully;
- Take a child's hand and lead him or her to an activity;
- Put an arm around the shoulder of a child who needs quieting or comforting;
- High five, fist bump, or pat a child on the hand, shoulder or back to affirm him or her;
- Hold and console a preschool child who is crying.

Inappropriate Touch

Staff and volunteers should never:

- Kissing a child or coaxing a child to kiss you;
- Extended hugging;
- Tickling;
- Touching a child in any area that would normally be covered by a bathing suit
- Carrying older children or having them sit on your lap;
- Any touch that a child indicates is unwanted;
- Physical rough-housing, horseplay, etc.

Accidental Injuries to Minors

In the event that a child or youth is injured while under our care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
- Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Electronic Communication Policy

All Ministry Workers shall not use any means of electronic communication with children or youth associated in any with PCIM unless it is in the form of a group.

- Direct messaging between Ministry Workers and children on **any electronic platform or media** (SMS, email, Facebook, TicTok, Messenger, etc) is prohibited.
- Group messaging with the supervision of someone on the PCIM Child Leadership Team is permitted for the purposes of:
 - Coordinating activities
 - Coordinating travel
- Parents have the right to be informed and included in any electronic group discussions.

Ongoing Obligation to Report Changes in Status

1. Volunteer/Staff Commitment to Continuous Disclosure

All PCIM staff members and Child Ministry Workers (collectively, "Workers") acknowledge and agree that the results of the initial Vulnerable Sector Check (PVSC) are valid only as of the date issued.

By accepting a position within the Child Ministry, the Worker undertakes a continuous, mandatory obligation to immediately report any change in their personal circumstances that could affect their eligibility to work with children or vulnerable persons, regardless of whether that information is a public record.

2. Events Requiring Immediate Self-Reporting

A staff member/volunteer must report the following events, in writing, to the Head Pastor or Child Ministry Director within twenty-four (24) hours of the event occurring:

- Being charged with, or convicted of, any criminal offense under the Criminal Code of Canada or comparable statute in any jurisdiction.
- Being served with a Peace Bond, Restraining Order, Protection Order, or non-contact order involving any individual.
- Becoming the subject of a police investigation or having a relevant police contact (as defined in the PVSC documentation) pertaining to violence, theft, weapons, or offenses against persons or property.
- Having a Record Suspension (Pardon) granted or revoked for any offense.
- Any decision to resign from the volunteer position, any change affecting their ability to uphold the established standards of Christian conduct and behavior required by the Church, or a change in status regarding their membership or desire to be a contributing member of the local assembly.

3. Failure to Report and Consequences

Failure to comply with this continuous disclosure obligation will be considered a serious breach of the Child Protection Policy and the Worker's agreement with the Church.

Any Worker who fails to self-report a disqualifying event within the specified 24-hour period will be subject to immediate suspension of all duties related to children and vulnerable persons.

Failure to report may result in disciplinary action, up to and including termination of employment or immediate revocation of volunteer status.

Policy Considerations

This policy applies to all people (regardless of age, status or training) who have interaction with children at PCIM.

This policy is not exhaustive and cannot address all situations. Any questions regarding the applicability of this policy should be directed to the ministry director and/or pastor(s).

Special Needs: Ministries that affect people with special needs will use this policy as a guideline for establishing protocols, and will broaden the terms “child” or “minor” to include all persons dependent upon care beyond that which they are able to give to themselves.

Ratification

This Child Protection Policy is effective immediately when signed by the PCIM Church Board and is effective on the date signed. A copy shall be always available in the church office and on the church website at <https://upcim.ca/child-protection-policy/>

This policy shall remain in effect until replaced by an updated, signed copy.

Ratified by:

Signed document available in the church office.

Appendices

1a Initial Report of Suspected Child Abuse

Initial Report Suspected Child Abuse

Date:

Name of Child / Youth:

Address:

Phone #:

Name of person filing report:

Name of person receiving report:

Nature of Suspected Abuse:

*(Physical, sexual, mental, neglect,
etc.)*

Indications of suspected abuse:

*(Including facts, physical signs and
course of events where necessary.
Continue on back if needed):*

Action taken:

(Including date and time):

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL**.

Signed: _____ Signed: _____

(Person Reporting) (Pastor)

Signed: _____

(Department Head)

1b Initial Report of Suspected Child Abuse

Follow-up Report
Suspected Child Abuse

Date:

Name of Child / Youth:

Address:

Phone #:

Name of person who filed initial report:

Name of person receiving report:

Conclusions:

Action taken:

(Including date and time):

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL**.

Signed: _____ Signed: _____

(Person Reporting) (Pastor)

Signed: _____

(Department Head)

2a Letter of Informed Consent

Title of Event: _____ Date of Event: _____

Event Details: _____

Details could include: (location, time, mode of transport, chaperones, sleeping arrangement, activities of increased risk, etc.

Name(s) of Participant: _____

Dear Parent/Guardian,

We are planning an activity as part of our programming that requires your permission for participation. We have provided you the details of the activity and request that you complete and sign the permission form. The safety of your child is our primary concern. Precautions will be taken for their wellbeing and protection.

Please check all boxes

1. While every precaution is taken for the safety and good health, some activities carry with them the inherent risk of personal injury beyond the risks associated with many of the recreational activities hosted by PCIM. I/we understand these risks and hereby consent to the participation of my/our child(ren) in this supervised event.
2. I/we the parents/guardians named below authorize PCIM personnel to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant names above should the need arise.

Annual consent - Check this box to give your consent to participate in all events within this department during this calendar year. Events details such as date, time, location, activity, etc. will vary.

Print Name of Parent/Guardian

Parent/Guardian Signature

Date

3a Volunteer Application Form

Volunteer Application Form

for Ministries to Children and Youth

(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)

In our desire to reduce the risk of abuse within our church ministries, the following information is necessary to protect our children and to protect our volunteers. Thank you in advance for your understanding.

Personal Information

Full Name: _____ Male Female
Address: Street / Apt: _____
City / Prov.: _____
Postal Code _____ Date of Birth: _____
Phone: (Res.) _____ (Bus.) _____ (Cell.) _____
E-mail Address: _____
Occupation and/or Employer: _____
Hobbies, Interests or Skills: _____
 Single Married Divorced Widow/Widower
Spouse's Name _____

Spiritual History

How long have you attended PCIM? _____ (months/years)
Are you a member? YES NO
Have you received the Holy Ghost? YES NO
Have you been baptized in Jesus Name? YES NO

Christian Education History

Have you completed any training courses which would particularly equip you for Christian Ministry such as Christian Education Teacher Certification, Bible College, etc.? YES NO

If yes, give details: _____

Church Attendance & Previous Ministry Background

Please list the churches you have attended in the last five years, other than PCIM:

Church Name: _____

Church Address: _____

Church Phone: _____ Pastor: _____

Dates Attended: _____

Description of Ministry: _____

Church Name: _____

Church Address: _____

Church Phone: _____ Pastor: _____

Dates Attended: _____

Description of Ministry: _____

Ministry Profile

In answering the following, please don't be too humble as the purpose of this section is for you to declare your strengths so that your gifting's will be put to the use possible.

Mark the areas in which you desire to:

- oversee (mark O in the box),
- assist (mark A in the box)
- receive training (mark T in the box)

- Sunday School: Nursery
- Sunday School: (preschool)
- Sunday School: (elementary)
- Sunday School: Open Sessions

- Kids Church (Wednesday PM)
- Kids Prayer (Friday PM)
- Administrative / Office work
- _____

<input type="checkbox"/>	Youth Sunday School	<input type="checkbox"/>	_____
<input type="checkbox"/>	Youth Service	<input type="checkbox"/>	_____
<input type="checkbox"/>	Youth Meetings/Activities	<input type="checkbox"/>	_____

Don't hesitate to mark more than one area with the same letter. You can show your preference by placing a number with the letter by your preference.

References

Please provide the names of two individuals, excluding relatives, who could provide a reference for you. If you are a minor, you may use the name of a parent and/or teacher. If possible, include at least one reference from inside the church.

1. Name of Reference: _____

Address: _____ Phone: _____

2. Name of Reference: _____

Address: _____ Phone: _____

Lifestyle

In order to provide a safe and secure environment for our children, we believe it is necessary to include the following questions as part of our application process. All information will be kept strictly confidential. (Police may access this information under warrant, if requested.) Answering "yes" to any of the questions may not necessarily preclude your involvement in ministry. A meeting will be arranged with a Pastor so that you may discuss the circumstances.

Thank you in advance for your understanding.

If any of the following circumstances apply to you, please check here:

- Have been convicted of a criminal offense involving children.
- Have been convicted of a sexually related crime.
- Have been convicted of an abuse related crime.

- Have been hospitalized or treated for alcohol or substance abuse.
- Have any communicable disease.
- In treatment for any form of mental illness. (If yes, please have your primary mental health care practitioner indicating your continued ability to work with vulnerable persons by completing Appendix 6a "PCIM Continued Suitability Endorsement Form")
- Have been a victim of child abuse (physical, emotional, sexual).

Do you have any physical conditions that would prevent you from performing certain types of activities (lifting children, playing sports)? If so, please explain.

Applicant's Statement

I hereby acknowledge that the information contained in this application for ministry is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for children's ministry, and I release all such references from liability for any damage that may result from furnishing such evaluation to you. I also grant my permission for PCIM to perform a personal Criminal Record Check for the purpose of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in extreme confidentiality. I further agree to adhere to the Child Protection Policy as adopted by PCIM.

Applicant's Name (Print) _____ (Date) _____

Applicant's Signature _____

4a Ministry Volunteer Interview Form

Ministry Volunteer Interview Form

A completed "Ministry Volunteer Application Form" for Ministries to Children should be completed and in hand to allow for reference checks and review prior to the interview.

Has anyone explained the types of children's ministries that we provide as a church and which might provide you with an opportunity for volunteer service? YES NO

What prompted you to be interested in the ministry that you identified on your Ministry Volunteer Form?

Would you be willing to attend the training session associated with that ministry? YES NO

Have the potential volunteer review their spiritual journey and compare responses with those indicated on the Spiritual History of the Ministry Volunteer Application Form. Note any significant omissions or questions which arise:

Review the items listed under Confidential Information on the Ministry Volunteer Application Form and note any significant omissions or questions which arise:

Ask the potential volunteer about their relationship with each reference listed on the Ministry Volunteer Application Form.

Discuss anticipated start date. When? _____

Discuss agreed minimum length of commitment.

3 months 6 months 12 months Other

Interview Completed By: _____

Completed On (date/time): _____

4b Contact Record for References

Name of Applicant: _____

**Reference /
Church Contacted:**

**Person contacting the
Reference / Church:**

Date of Contact:

Method of Contact:

*(phone, email,
conversation)*

**Summary of
Contact:**

**Reference /
Church Contacted:**

**Person contacting the
Reference / Church:**

Date of Contact:

Method of Contact:

*(phone, email,
conversation)*

**Summary of
Contact:**

4c Contact Script for References

(When screening applicants)

“Hello, this is _____. I serve on the Children’s Ministries Committee of the Pentecostal Church in Motion. Like many churches today, we have a screening policy for all of the people who volunteer to work with our children in Sunday School and other programs. I am calling your church because _____ (name of applicant)

1. Indicated on his/her application form that:

He/she had attended your church/ taught in your Sunday School in _____

_____ Time

_____ Age level

Can you verify this information?

Would you have any reservations about _____ working with children?

(If there are reservations, note them on the form.)

OR

2. _____ listed you as a personal reference. How long have you known him/her? _____

Would you have any reservations about _____ working with children?

Thank you very much for your help.”

Record all information on the follow-up form and return to _____.

NOTE: If the person who first answers your call does not know the applicant, please try to get the name and number of someone who can help you.

4d Onboarding Checklist

Employee/Volunteer

Initial Clearance Checklist

- Application for Ministries to Children & Youth completed and signed
- Application/instructions for Criminal Record Check given to applicant
- Reference Contact Form completed and signed; file copy for all contacts (if applicable)
- Vulnerable Sector Check (PVSC) completed and received from authorities
- Interview Form completed and signed
- Confidentiality Agreement signed
- Driver's Record Check (if required) received
- All of the above in order, reviewed, and cleared for applicant to serve in the Children's and Youth ministries at PCIM.

Signature Authorized Department Head: _____

Date: _____

Signature Pastor: _____

Date: _____

If this cannot be signed at this time because of an unsatisfactory response in any of the above categories, it must be referred to the Director of that Department before any further discussion with the applicant.

I acknowledge receipt of the PCIM Child Protection & Abuse Policy.

Signature (Employee/Volunteer): _____

Date: _____

Training on Policy completed *Date:* _____

5a Confidentiality Agreement

Confidentiality Agreement

Any Employee or Volunteer at PCIM requires strict confidentiality due to exposure to sensitive personal and/or financial information. This confidentiality applies to payroll records and information, contribution amounts and information, human resource records, and all other sensitive financial, personal, and church information. Specifically, compensation amounts, salaries, wages, benefits, employee agreements, employment packages, and personal information regarding church members. This is not public information and shall remain strictly confidential. Correspondence and other clerical files are also confidential. PCIM is the owner of all such documentation.

It is important to the pastor, board members, staff, volunteers, and church members that confidentiality be strictly maintained to protect the integrity and privacy rights of all church employees and members.

This shall be interpreted to mean that no confidential information, the aforementioned or any other, shall be shared in any form with family members, friends, or anyone other than those mentioned herein. Breach of this contract may result in termination. All employees are expected to adhere to this confidentiality policy. The terms of this contract shall remain in force as long as the employee is actively employed by or volunteering at PCIM.

Upon leaving employment or a volunteer position, the individual will be requested to honor these terms as a former employee/volunteer and the ethical standards of privacy of information generally applied to former working relationships and human resource information.

By signing this document, I hereby agree to the terms of confidentiality contained herein and will conduct my work and service to the church within these guidelines.

PRINT NAME

SIGNATURE

DATE

**6a PCIM Continued Suitability Endorsement Form
(For Applicants/Workers Currently Receiving Mental Health Treatment)**

Policy Context: *Pentecostal Church in Motion (PCIM) requires that applicants/workers currently in treatment for any form of mental illness provide this official endorsement from their primary mental health care practitioner to confirm their continued ability to serve safely with children and vulnerable persons, as outlined in the PCIM Child Protection & Abuse Policy.*

1. Applicant/Worker Information (To be completed by the PCIM Leadership)

Applicant/Worker

Name: _____

PCIM Ministry Role: _____

Date of Submission to PCIM: _____

Applicant/Worker Authorization:

I hereby authorize the named practitioner to release the requested information to the Pentecostal Church in Motion (PCIM) for the sole purpose of assessing my continued eligibility to serve in a ministry position involving contact with children and vulnerable persons.

Signature of Applicant/Worker: _____ **Date:** _____

2. Practitioner Endorsement (To be completed by the Primary Mental Health Care Practitioner)

The individual named above is an applicant/worker with the Pentecostal Church in Motion, serving in a position that involves unsupervised contact and responsibility for children and vulnerable persons (as defined by PCIM as those under 19 or older individuals with significant physical, mental, or emotional disabilities).

Practitioner Information

Practitioner Name (Print): _____

Profession (Check One): Psychiatrist (MD) Psychologist (Ph.D./Psy.D.) Licensed Counselling Therapist Family Physician (MD) Other: _____

Clinic/Practice Name: _____

Professional Assessment

Based on your ongoing treatment and professional assessment of the applicant/worker, please check the box that best describes their current suitability for this role:

YES, the Applicant/Worker, in my professional opinion, based on their mental health condition and/or current treatment plan **does not impair their ability** to perform the duties of a Ministry Worker safely, including exercising sound judgment and maintaining appropriate boundaries with children and vulnerable persons.

NO, the Applicant/Worker is NOT currently suitable to work with children or vulnerable persons due to their mental health condition and/or current treatment status, which poses a professional concern regarding their safe participation in the defined Ministry Worker role.

Practitioner Signature

Signature of Practitioner: _____

Date: _____

3. PCIM Leadership Action (To be completed by the PCIM Child Leadership Team)

Endorsement

Received By: _____

Date Reviewed by

Leadership: _____

Final Determination: **CLEARED** for continued service. **NOT CLEARED** for continued service.

7a PCIM Child Ministry Medical Incident Report

SECTION 1: Incident & Child Information

Date of Incident: _____

Time of Incident: _____

Location of Incident: Classroom (Age/Group: _____) Hallway Gym Outdoors
 Restroom Other: _____

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name(s): _____

Parent/Guardian Contact #: (H) _____ (C) _____

Known Allergies/Conditions
(from file): _____

SECTION 2: Description of Incident/Injury

A. How the Incident Occurred (Describe the events leading up to and immediately following the injury/illness. Use objective facts):

B. Type and Location of Injury/Symptom:

Provide Description (e.g., small scrape, bruise, bleeding, sharp pain)

Head/Face: _____

Arm/Hand: _____

Leg/Foot: _____

Body/Trunk: _____

Illness Symptom: _____

C. Witness(es):

• Ministry Worker 1 (Reporter): _____

• Ministry Worker 2 (Companion): _____

- **Other Witnesses (Name/Group):** _____
-

SECTION 3: Action Taken (Treatment & Communication)

A. First Aid/Intervention Provided:

- No aid required (e.g., sudden illness)
- Wound cleaned (soap/water)
- Band-Aid applied
- Ice applied
- Child separated from group (for illness)
- EPIPEN administered
- Other (Describe): _____

B. Professional Medical/Emergency Response (Check all that apply):

- Parent/Guardian immediately summoned (for injuries requiring treatment beyond simple First Aid).
- Ambulance / Emergency Services called.
- Child transported to (Hospital/Clinic): _____
- Ministry Director / Pastor Notified: _____
(Name/Time)

C. Communication with Parent/Guardian:

Time Notified _____

Name of Person Notified _____

Communication Method (Call/Text/In-Person)

Outcome/Resolution (Must be completed after the event):

SECTION 4: Worker/Leadership Signatures

A. Reporting Ministry Worker:

I certify that the information above is accurate and complete to the best of my knowledge.

- **Printed Name:** _____
- **Signature:** _____
- **Date:** _____

B. Leadership Review:

I have reviewed this incident report and confirm that all required steps, including parental notification and follow-up, have been completed according to the PCIM Child Protection Policy.

- **Printed Name (Ministry Director/Pastor):** _____
- **Signature:** _____
- **Date:** _____

PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge that I have been informed of this incident and have received a copy of this report.

- **Parent/Guardian Signature:** _____
- **Date:** _____