

# **PARMA LUTHERAN CHURCH**

## **Behavior Standards Covenant Statement for Workers in Ministries with Children & Youth**

Our children are the most important gifts God has entrusted to us. As a worker with children and youth, I promise to strictly follow these Behavior Standards as a condition of my providing services to the children and youth of Parma Lutheran Church.

### **As a worker with children and youth, I will:**

1. Conduct myself in a manner that exhibits the highest Christian ethical standards including developing and maintaining the level of skill required to be competent in the ministry in which I serve.
2. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
3. Be knowledgeable of and adhere to the rules and procedures in the Policy for the Protection of Children.
4. Avoid situations where I am alone with children and youth while serving in my ministry; always following the two adult rule.
5. Use positive reinforcement and communication rather than criticism, unhealthy competition or comparison when working with children and youth.
6. Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
7. Be responsible and accountable for practicing good stewardship of all resources entrusted to my care.
8. Exercise prudent judgment in the giving or accepting of gifts or other benefits.
9. Adults shall immediately report any behavior that seems abusive or inappropriate to the staff member responsible for the activity. In their absence or if the alleged incident involved the staff person, report to the Pastor. If the alleged incident involves the Pastor, it is to be reported by the Council President. In all cases, the person responsible must report the incident, per Ohio Revised Code, to the appropriate authorities. In Cuyahoga County, the number to call is (216) 696-KIDS
10. Cooperate fully in any investigation of abuse of children or youth.
11. Become thoroughly familiar with the objectives and guidelines of the ministry program, strive to achieve these objectives, and communicate them to the children, youth, and parents.
12. Avoid any form of over familiarity, inappropriate language, or any situation and conduct which exploits another.
13. Follow practices that consistently exhibit no tolerance for any form of abusive behavior; including verbal, emotional, psychological, or physical.
14. Follow practices which demonstrate appropriate affection between adults and minors which is important for a child's development and a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples:
  - a. Side hugs and shoulder to shoulder or "temple hugs"
  - b. Hand-shakes, "high-fives", and hand slapping
  - c. Verbal praise
  - d. Touching hands, faces, shoulders, and arms of minors
  - e. Arms around shoulders or holding hands while walking with small children
  - f. Sitting beside small children or holding children under two years old in your lap
  - g. Kneeling or bending down for hugs with small children
  - h. Holding hands during prayers
15. Be aware of and adhere to emergency plans and evacuation routes appropriate to the program.
16. Uphold the authority of those responsible for the program or activity and assist them in every way to encourage learning and to conduct fair and impartial events. I understand that if I have any confusion, difference of opinion, or questions about decisions made in leadership – I will go directly to those leaders involved and seek resolution.

# **PARMA LUTHERAN CHURCH**

## **Behavior Standards Covenant Statement for Workers in Ministries with Children & Youth**

### **As a worker with children and youth, I will not:**

1. Smoke, use or possess tobacco products at any time while I am in serving children and youth.
2. Use, possess, or be under the influence of alcohol at any time while I am serving children and youth.
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Give children and youth tobacco products, alcohol, or illegal drugs - nor will I allow the use of these substances by minors or adults in the environment for which I am responsible. I understand that this rule applies on church property AND offsite at all locations where minors and adults are gathered for church activities.
5. View or possess pornographic material of any kind – nor will I allow minors access to these types of materials in the environment for which I am responsible.
6. Pose any known health risk to children and youth (i.e., no fevers or other contagious situations).
7. Use physical discipline in any way for the behavior management of minors. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, shaking, hitting, shoving, biting, or any other physical force as retaliation or correction for the inappropriate behavior of a minor.
8. Humiliate, ridicule, threaten, or degrade children and youth in any manner including the use of sarcastic remarks and attitudes.
9. Touch a child or youth in a sexual or other inappropriate manner, nor entice them to touch me in a sexual or other inappropriate manner.
10. Use any discipline that humiliates, demeans, or threatens children or youth.
11. Use profanity in the presence of minors or allow anyone to use such language in the environment for which I am responsible.
12. Use coercion, guilt, teasing, yelling, anger, sarcasm, derogatory remarks, or bullying as a motivating factor to make an unwilling child or youth attend an event - or participate in any such activity in the environment in which I am responsible.
13. Some forms of physical affection have been used by adults to violate appropriate boundaries and initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are inappropriate and are not to be used:
  - a. Inappropriate or lengthy embraces, or kissing minors on the mouth
  - b. Holding minors over two years old on the lap
  - c. Touching bottoms, chests, genital areas, knees or legs of minors
  - d. Showing affection in isolated areas of the facility such as bedrooms, closets, staff only areas, and other private rooms
  - e. Sleep in a bed with children or youth.
  - f. Wrestling with, tickling, or giving piggyback rides to minors
  - g. Any type of massage given by an adult to a minor, or by a minor to an adult
  - h. Any form of unwanted attention to or compliments about physique or body development

I understand that as a volunteer with children and youth at Parma Lutheran Church my actions must follow these Behavior Standards. I understand that any action inconsistent with these Behavior Standards or failure to take any action mandated by these Behavior Standards may result in my removal as a volunteer with children and youth at Parma Lutheran Church. I have read and understand the Policy for the Protection of Children at Parma Lutheran Church, and will adhere to the rules and procedures contained within.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

PLC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# PARMA LUTHERAN CHURCH

## Volunteer Information

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### INFORMATION:

|                             |            |          |                      |          |
|-----------------------------|------------|----------|----------------------|----------|
| NAME (LAST)                 | (FIRST)    | (MIDDLE) | DATE OF BIRTH        |          |
| ADDRESS                     |            | CITY     | STATE                | ZIP CODE |
| HOME PHONE                  | CELL PHONE |          | BEST TIME TO CONTACT |          |
| EMAIL                       |            |          |                      |          |
| IN CASE OF EMERGENCY NOTIFY |            | PHONE    |                      |          |

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| <b>1. Describe your previous volunteer experiences, with what organization(s), and in what capacity?</b> |
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| <b>2. What are your specific volunteer experiences with children and youth?</b>                          |
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| <b>3. Why would you like to volunteer with children and youth at Parma Lutheran Church?</b>              |
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| <b>4. What gifts has GOD given you to serve the children and youth at Parma Lutheran Church?</b>         |
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**APPLICANT STATEMENT OF NON-CONVICTION**

I certify that this volunteer application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I hereby attest that I have never been convicted of, or pleaded guilty to: any crime relating to children and/or youth, indecent assault and battery, rape, kidnapping, drug charges, sexual or physical abuse, or intent to commit any illegal activity.

**I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration as a volunteer.**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**If you cannot truthfully or in good conscience sign your name to this statement above, explain below:**

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# PARMA LUTHERAN CHURCH

5280 Broadview Road / Parma, Ohio 44134 / 216.351.6376

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## BACKGROUND INVESTIGATION CONSENT

I, \_\_\_\_\_ (applicant's complete name), hereby authorize PARMA LUTHERAN CHURCH and/or its agents to make an independent investigation of my background, references, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with PARMA LUTHERAN CHURCH.

I release PARMA LUTHERAN CHURCH and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Full name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Information for Background Check (Complete Online)**

Please go to the Oxford Document Management Company Website here:

<https://www.oxforddoc.com/members/authform.asp>

Enter Client Number: 1818

Enter Position Code: 1

Click on continue and follow the instructions as they appear on your screen. Once you submit the information on the final page, the system sends me an email stating that you have completed the process. You do not have to print out the confirmation page. Thank you!

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