

**POLICIES AND PROCEDURES REGARDING**  
**PREVENTION OF SEXUAL**  
**MISCONDUCT AND CHILD ABUSE**

First Baptist Church  
May 2010

**Background and History**

1. First Baptist Church has a desire to minister to people effectively. We are very thankful for the people God has entrusted to us. Our prayer is that we will realize every individual is special in the eyes of God.
2. First Baptist Church desires to protect our children, volunteers and staff. We believe that formal written policies and procedures will help prevent the opportunity for accusations and/or abuse to arise in the future. For this reason, the church adopts the following procedures.
3. These procedures are adopted for the protection of our children and youth, our employees, our adult volunteers, and our church family as a whole: Any reference to a child, youth, or minor means a person less than twenty-one (21) years of age.

**Policies and Procedures**

1. Any suspected sexual misconduct, child abuse, or any questionable activity is to be reported verbally immediately to either the Pastor or the Minister of Education and Administration. If one of the above is accused of the sexual misconduct or abuse: then it should be reported to the Chairman of Personnel. He will contact the church's attorney immediately to determine whether any report should be made to the appropriate authorities. If the group determines a report should be made, then one or more of the group shall immediately make the report to the appropriate legal authorities.
2. If any allegation of sexual misconduct or child abuse is supported by evidence sufficient to cause the pastor, assistant pastor, and church attorney reasonable concern; then the alleged offender, whether employee or volunteer, shall be suspended immediately from all church duties until such time as the matter is resolved.
3. The Pastor or Minister of Education and Administration, in consultation with the church's attorney, shall give notice to the church's insurance carriers as soon as possible of any threatened claim of abuse.
4. All employees and volunteers who work with children or youth will be given ongoing training in understanding, preventing, recognizing, and reporting suspected child abuse.
5. All employees of First Baptist Church shall complete an employment application, and a consent form for a background check.
6. No person shall be employed before the church has received and studied the applicant's completed employment application and the written results from the background check of the applicant.

7. All prospective volunteer children's or youth workers shall complete a questionnaire, and no person shall be installed for volunteer service before the Pastor and Minister of Education and Administration has received and approved the completed questionnaire. Every present volunteer preschool, children's, or youth worker of the church shall complete a secondary screening questionnaire.
8. All information gathered from the employment application, the volunteer questionnaire, and the related background checks will be held in strict confidence by the church in a confidential file. Only those staff members having reasonable need for the information will be allowed access to the file.
9. Persons wishing to work in the preschool, children's or youth ministries, other than as Sunday School Teachers, who are not members of FBC must complete the screening/application process and be approved by the Pastor and Minister of Education and Administration. They must also be or have been an active member of a local church for a minimum of six months. (AWANA, V.B.S., Children's Music Ministry and special activities).
10. At least two adult workers, whether volunteers or employees, shall be present at all activities involving children or youth. At no time shall only one worker be allowed to be alone with one child or youth without parental consent.
11. No person with known prior incidents of sexual misconduct with minors shall be permitted to serve in any capacity involving custody or supervision of youth or children.
12. No employee or volunteer may be alone with a minor for overnight outings such as: youth camp, mission trips, etc.
13. The senior minister and the church attorney will respond to the media if there is a case reported.