

Youth Ministry Protection Policy

Capitol Hill Baptist Church



Revised August 2021

For use by the Capitol Hill Baptist Church Youth Ministry

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I. INTRODUCTION

A. Statement of Purpose

The primary purpose of the Capitol Hill Baptist Church Youth Ministry Protection Policy (YMPP) is to create an environment that nurtures the physical, emotional, and spiritual wellbeing of all Youth involved in Church programs or functions. A second, but equally important purpose, is to provide accountability and protection for all persons who have contact with youth.

B. Summary of Policy

We value the safety of the Youth in our care. To this end we:

1. Screen all Youth Workers and require Youth-specific training for all Youth Workers.
2. Educate all Youth Workers concerning illness and disease, injuries and infection control, weather and fire, and supervision standards.
3. Employ scheduling procedures and Youth Worker/Youth ratios that optimize safety.
4. Educate all Youth Workers about recognizing Youth Abuse and train them to report any known or suspected Abuse to the Pastor of Youth Ministry and the Youth Ministry Protection Committee and to appropriate governmental authorities consistent with applicable laws.
5. Educate all Youth Workers about bullying and train them to stop and report any incidents to the Pastor of Youth Ministry and the Youth Ministry Protection Committee.

C. Policy Parameters

1. This Youth Ministry Protection Policy applies ONLY to the Pastor of Youth Ministry, Youth Workers and Youth under the responsibility of the Church for any type of Youth Ministry Event as listed herein.
2. Any form of Abuse, harm, neglect or other problems related to Youth occurring outside an organized and sanctioned Youth Ministry Event is NOT covered by this policy.

D. Responsibility for Implementation

Under the direction of the Capitol Hill Baptist Church Elders, the Pastor of Youth Ministry will:

1. Coordinate and implement this Policy, including criminal background checks (Appendix E).
2. Conduct training sessions at the beginning of each Church year, and at other times as needed.
3. Evaluate the Policy by August 31st of each calendar year and update it as needed. All policy changes will be approved by the Capitol Hill Baptist Church Elders.
4. Maintain a current file of signed forms, including the following:
 - a) *Organized Youth Activities Participation and Release Form (Appendix B)*
 - b) *Transportation Consent & Release Form (Appendix C)*
 - c) *One-on-One Youth Mentorship Release Form (Appendix D)*
 - d) *Youth Worker Application Form (Appendix E)*
 - e) *Electronic Communication, Retention, & Data Release Form (Appendix F)*
 - f) *Youth Worker Renewal Form (Appendix G)*
 - g) *Accident or Incident Report (Appendix H)*
 - h) *Church Van Authorization Form (Appendix K)*

II. DEFINITION OF TERMS

1. **The Policy** – The Youth Ministry Protection Policy, the contents of which are contained herein.
2. **CHBC or the Church** – The Capitol Hill Baptist Church, located at 525 A Street NE, Washington D.C. 20002.
3. **Youth** – Individuals in or entering (rising) grades 7 through 12 who participate in any fashion in the Youth Ministry and/or engage in any Youth Ministry Event. For purposes of this Policy, the sex/gender of a Youth is to be defined as the sex/gender of the Youth at birth.
4. **Youth Ministry** – An age-specific ministry of CHBC for Youth and organized by the Pastor of Youth Ministry. Youth Ministry is limited to the specific activities, expectations, and functions as listed and explained herein. Any activity falling outside of the terms of this Policy does not constitute Youth Ministry and, as such, is outside the scope of this policy.
5. **Pastor of Youth Ministry** - The CHBC Elder charged with the responsibility to develop, shepherd, and oversee the Youth Ministry at CHBC. This individual serves under the authority of the CHBC Elder Board.
6. **Elder or Elder Board** – A CHBC member appointed by the congregation of CHBC to currently serve in the role of “Elder” according to Article 5, section 2 of the Constitution of the Capitol Hill Baptist Church. The Elder Board consists of the body of Elders appointed by the congregation and as defined in the same Church Constitution.
7. **Deacon/Deaconess of Youth Ministry** – A deacon/deaconess of CHBC charged with the responsibility of aiding the Pastor of Youth Ministry in running the Youth Ministry. This position reports directly to the Pastor of Youth Ministry and serves primarily in an administrative capacity. Qualification to this position includes the completion of the screening and training processes as outlined below. Individuals in this role are also considered Youth Workers for purposes of this Policy.
8. **Designee** – A Youth Worker designated by the Pastor of Youth Ministry to make decisions and be the contact person necessary for Organized Youth Activities if the Pastor of Youth Ministry or Deacons/Deaconesses of Youth Ministry are away or unavailable. Identification of the Designee will be made at each Activity.
9. **Youth Worker** – A general term used to refer to a member in good-standing of CHBC for at least 6 continuous months who has successfully completed the training and screening processes described in this Policy as recognized by the Pastor of Youth Ministry and who performs work on a volunteer basis for the Youth Ministry under the authority and purview of the Pastor of Youth Ministry.
10. **Youth Ministry Protection Committee (YMPC)** – A committee of CHBC members charged with receiving and investigating potential violations of the Youth Ministry Protection Policy as explained below.
11. **Organized One-on-One Youth Mentorship** – Meetings between a Youth Worker and a Youth as organized and overseen by the Pastor of Youth Ministry for the purpose of discipleship and mentoring.
12. **Organized Youth Activities** – A general term used to refer collectively or individually to gatherings of two or more Youth in the Youth Ministry organized and overseen by the Pastor of Youth Ministry. Such gatherings include large group meetings, small group meetings, core seminars, retreats, overnight events, and other miscellaneous gatherings coordinated by and under the purview of the Pastor of Youth Ministry. They do NOT include, among other things, Organized One-on-One Youth Mentorship Meetings, or any gathering of Youth not overseen by the Pastor of Youth Ministry.

13. **Youth Ministry Event** – A general term used to refer collectively to both Organized One-on-One Youth Mentorship Meetings and Organized Youth Activities and encompassing all organized events.
14. **Abuse** – A term that includes any form of conduct defined as abuse under applicable law, including sexual abuse, physical abuse, emotional abuse, and neglect. (*Copies of relevant District of Columbia, Virginia, and Maryland child welfare laws are kept by the Pastor of Youth Ministry for reference purposes in situations*).

III. SCREENING & TRAINING PROCESS FOR YOUTH WORKERS

A. SCREENING PROCESS

To ensure safe and quality care, the Capitol Hill Baptist Church has established a screening process that all Youth Worker applicants must satisfactorily complete in order to work with our Youth:

1. Youth Worker applicants must complete the Youth Worker Application Form (Appendix E) and submit it to the Pastor of Youth Ministry (Appendix A). This application is to be completed by all applicants for any Youth Worker position.
2. Applicants must also agree to and sign the Electronic Communication, Retention, & Data Release Form (Appendix F) and return to the Pastor of Youth Ministry before being approved to serve as a Youth Worker.
3. Applicants must be members in good standing with the Capitol Hill Baptist Church for at least six months prior to serving as a Youth Worker and must be determined, in the sole discretion of the Pastor of Youth Ministry, to be spiritually fit and in accord with biblical criteria, to serve as a Youth Worker.
4. Applicants must be nineteen years of age or older.
5. The Pastor of Youth Ministry shall contact the personal references listed in the prospective Youth Worker's application.
6. A criminal background check shall be completed for each applicant.
7. Applicants must satisfactorily complete an interview with the Pastor of Youth Ministry.
8. Applicants must read in full the policies and procedures outlined in this document and agree thereto by page initial and final signature. Any questions or issues with this document must be raised during the above-referenced interview with the Pastor of Youth Ministry.
9. After successful completion of the application, interview, and criminal background check as listed above, all prospective Youth Workers applicants must be approved for participation in the Youth Ministry by the Pastor of Youth Ministry as delineated by a formal email.
10. After one year of service in the Youth Ministry, Youth Workers must complete an annual Youth Worker Renewal Form (Appendix G) validating continued fitness for ministry and authorizing an additional criminal background check. Youth Worker Renewal Forms are to be completed each year.
11. No person with a felony conviction or child Abuse conviction may serve in Youth Ministry. Additionally, a person determined by the Pastor of Youth Ministry or the Youth Ministry Protection Committee to pose a danger to Youth will be prohibited from working in Youth Ministry.
12. A Youth Worker's term of service concludes in one of three ways: (1) Written notification of resignation by the Youth Worker to the Pastor of Youth Ministry; (2) failure to provide a completed Youth Worker Renewal Application within 400 days of their initial start date or previous Renewal Application; or (3) termination by the Pastor of Youth Ministry. Termination will be memorialized by written notice by the Pastor of Youth Ministry. Service as a Youth Worker is a privilege, not a right of any CHBC member and such service can therefore be revoked at any time for any reason by the Pastor of Youth Ministry or the YMPC.

B. TRAINING PROCESS

1. All Youth Workers must attend a yearly training session reviewing the Youth Ministry Protection Policy. Training sessions will be held at the beginning of each Church program year and thereafter as needed.
2. All Youth Workers must attend a yearly training session on the prevention of Abuse. Training sessions will be held at the beginning of each Church program year and thereafter as needed.

IV. GUIDELINES REGARDING ILLNESS & DISEASE

The following guidelines pertain to Youth and Youth Workers who present with illness or disease prior to, during, or after a Youth Ministry Event:

- A. Parents should not bring a Youth with a contagious disease to any Youth Ministry Event. A Youth with a contagious disease will not be allowed to participate in any Youth Ministry Event until all symptoms are gone. Contagious diseases include, but are not limited to, the following: Chicken pox; strep throat; ringworm; mumps; influenza; head lice; scarlet fever; pink eye (conjunctivitis); measles; impetigo; and Covid-19.
- B. If a Youth shows symptoms of a contagious illness, such as those listed in (A) above after attending a Youth Ministry Event, a parent of the Youth should notify the Pastor of Youth Ministry, who will then notify other known attendees (if any), including the parents of the other Youth present at the same Youth Ministry Event as the sick Youth.
- C. Youth Workers who experience symptoms of illness after attending a Youth Ministry Event must immediately report such symptoms to the Pastor of Youth Ministry, who will then notify other known attendees (if any), including the parents of any Youth present with the Youth Worker at the Youth Ministry Event.
- D. Covid-19: Youth Workers and Parents of Youth with Youth who are exposed to Covid-19 or who experience one or more common symptoms of Covid-19 prior to a Youth Ministry Event must notify the Pastor of Youth Ministry prior to the Youth Ministry Event to discuss the Youth's ability to attend. Any Youth Worker or Youth who tests positive for Covid-19 will not be allowed to participate in a Youth Ministry Event for a minimum of 14 days after the positive test, unless at least two subsequent negative test results are obtained.

V. GUIDELINES REGARDING INJURIES AND INFECTION CONTROL

The following guidelines pertain to injuries and infection discovered during a Youth Ministry Event:

- A. First-Aid kits, which include protective gloves, are available in the Youth Ministry closet and the Church office.
- B. It is the responsibility of the Deacon/Deaconess of Youth Ministry to take a First Aid kit on any outing away from the church building, or if the Deacon/Deaconess is not attending, a Designee.
- C. When possible, protective gloves should be worn when treating wounds involving blood or other body fluids. If no gloves are available, plastic or other such material can be used to form a barrier between the treating person's hands and the wound. Apply direct pressure to the wound with clean material or the gauze provided in the First-Aid kit. After the wound is cleaned and bandaged, place all materials containing blood or other fluids in a sealable plastic bag from the First Aid Kit and place it in the trash. If blood saturates carpets or furniture, inform the custodian as soon as possible to ensure proper clean-up. In the meantime, the affected area should be posted as off-limits.
- D. Protective gloves are not considered to be a substitute for handwashing. All Youth Workers must thoroughly wash their hands before and after touching any food item and/or exposure to body fluids.
- E. Youth Workers are encouraged to become certified in cardiopulmonary resuscitation (CPR).
- F. Injuries or illness involving a Youth must be immediately reported to a Youth's parents as well as the Pastor of Youth Ministry, a Deacon or Deaconess of Youth Ministry, or a Youth Worker. For Injuries, an Accident or Incident Report (Appendix H) must be completed and given to the Pastor of Youth Ministry (Appendix A).

VI. GUIDELINES REGARDING SEVERE WEATHER, EARTHQUAKE, & FIRE

The following guidelines pertain to fire or severe weather prior to or during an Organized Youth Activity:

- A. **SEVERE WEATHER:** In the case of severe weather prior to an Organized Youth Activity the Pastor of Youth Ministry shall seek to notify parents of Youth as to the status of the Activity at least 90 minutes prior to its commencement. In the event of severe weather during an Organized Activity, the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee (in order of available priority) will communicate to parents if there is potential for early termination of the Activity. The decision to cancel an Organized Youth Activity will be made by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or Designee (in order of available priority). In the event of uncertain weather during an Organized Youth Activity, a Deacon/Deaconess or Designee will monitor weather reports and notify the Pastor of Youth Ministry of any severe weather. A portable radio will be kept in the church first-aid closet, tuned to WTOP FM103.5. In addition, Youth Workers should sign up for public safety alerts at hsema.dc.gov/page/alertdc.

- B. **TORNADO:** If a Tornado Watch or Warning is issued by the National Weather Service during an Organized Youth Activity, the Activity will be terminated and parents notified. If the Organized Youth Activity is being held in an indoor facility, all participants will seek shelter in the lowest level of the indoor facility being used until the "All Clear" is given. If the Organized Youth Activity is in the Church building, participants will be instructed by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee (in order of available priority) to seek shelter in the hallways of the Church basement and away from windows. If the Organized Youth Activity is outside, the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee should seek shelter for participants in a nearby building, if possible. If a nearby indoor facility is unavailable, participants should be instructed to lie flat, face-down on low ground, protecting the back of their heads with their arms and instructed to get as far away from trees and cars as they can. Once the "All Clear" is given by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee, parents of the Youth will be notified and instructed to pick up their Youth once it is safe for them to do so. Youth Workers should remain with the Youth until the "All Clear" is given by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee. Once the "All Clear" is given, Youth may exit the building in an orderly fashion to be released to an adult.

- C. **HURRICANE:** If a Hurricane Watch or Warning is issued by the National Weather Service during an Organized Youth Activity, the Activity will be terminated and parents notified. If the Organized Youth Activity is being held in an indoor facility, all participants will seek shelter on the ground level of the indoor facility being used until the "All Clear" is given or until shelter in a higher vicinity of the building is needed and communicated by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee (in order of available priority). If the Organized Youth Activity is in the Church building, participants will be instructed by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee to seek shelter in the hallways of the Church ground level and away from windows. If the Organized Youth Activity is outside, the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee should seek shelter for participants in the nearest building possible. Once the "All Clear" is given by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee, parents of the Youth will be notified and instructed to pick up their Youth once it is safe for them to do so. Youth Workers should remain with the Youth until the "All Clear" is given by the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee. Once the "All Clear" is given, Youth may exit the building in an orderly fashion to be released to an adult.

- D. **EARTHQUAKE:** Upon the occurrence of an earthquake during an Organized Youth Activity, it is generally advisable that people remain in the environment where they already are—outdoors or in—and take immediate action to protect themselves. The Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee (in order of available priority) should communicate action steps for safety. Youth and Youth Workers should be instructed to DROP (get low to the floor) and COVER (protect their heads and necks—under a chair, desk, or pew if possible). Once it appears safe, the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee should instruct the Youth and Youth Workers to exit the building. Exit should be made through the closest outside door unless that exit route is blocked by fire or smoke or appears structurally vulnerable. Youth will be released to the custody of a parent or guardian as soon as possible. If conditions are deemed safe, a designated Youth Worker will check all rooms to verify that all persons have been evacuated. If a Youth is located, he or she will be led to safety. Those without a safer place to evacuate may stay in the indoor facility in which the Organized Youth Activity is being held but should avoid the basement and locate themselves near interior walls.
- E. **FIRE:** In the case of a fire or smoke during an Organized Youth Activity at an indoor facility, after counting the Youth in their charge, the Youth Workers shall lead the Youth out of the room in single file. Exit to the outside should be made through the closest outside door unless that exit route is blocked by fire or smoke. Once outside, participants should stand at least 200 feet from the building. If conditions are deemed safe, a designated Youth Worker will check all rooms to verify that all persons have been evacuated. If a Youth is located, he or she will be led to safety. As people leave the affected area, they should close all doors. If it appears possible, the individual who observed the fire or smoke should enlist the help of others to extinguish the fire using fire extinguishers. However, if it appears that the fire cannot be contained quickly, that person should call 911 immediately.

VII. SUPERVISION GUIDELINES FOR YOUTH

These guidelines are designed to protect Youth from harm and provide appropriate accountability for persons involved in Youth Ministry. If any Youth Abuse is suspected (e.g., physical, emotional, or sexual), Youth Workers should refer to “Responding to the Youth” in Appendix J and “Reporting Suspected or Alleged Abuse” in Section XV. All information will be maintained in a way that facilitates appropriate reporting and investigation of suspected Abuse, while also seeking to honor the privacy of those involved in an allegation of Abuse. (See Section XIV and XVI). Note that married couples are considered two individuals for purposes of these guidelines. Also note that, where applicable, the Pastor of Youth Ministry is bound to the same supervision guidelines detailed below.

A. Policy Training Sessions:

1. Policy-training sessions will be held at the beginning of each Church program year. If necessary, additional training sessions will be held at other times during the year.

B. Forms:

1. Parents/guardians must return the Organized Youth Activities Participation & Release Form (Appendix B) to the Pastor of Youth Ministry at the beginning of each Church program year in order for their students to participate in any Organized Youth Activity meeting off the premises of the Church. The Pastor of Youth Ministry will inform parents of relevant policies either via email or a parent meeting on an annual basis.

C. For Organized Youth Activities:

The following provisions will be enforced during all Organized Youth Activities.

1. At all Organized Youth Activities, at least **ONE** of the following rules will be practiced:
 - a) **The Two-Adult Rule:** *At least two Youth Workers must be present at every function and in each room or other enclosed building area during all Organized Youth Activities.*
 - b) **The Rule of Three:** *At least three individuals (at least one must be a Youth Worker and the remaining two no younger than twelve years of age) must be present at every function and in each room or other enclosed building area during all Organized Youth Activities.*
 - c) **The Rule of Permissive Windows:** *If it is necessary for a Youth Worker to meet with a Youth during an Organized Youth Activity in a private setting to discuss personal or private matters as initiated by the Youth, the Youth Worker must receive permission by the Pastor of Youth Ministry and the meeting must take place in a room with a window where another Youth Worker can and **will** monitor the room at all times or in an outdoor setting that allows for private communication, but also where another Youth Worker can and **will** monitor the room at all times.*
2. A Youth Worker shall not be alone with a Youth during any Organized Youth Activities unless the Rule of Permissive Windows is satisfied.
3. A hall monitor will randomly observe classrooms or enclosed areas where the “Two-Adult Rule” or “Rule of Three” is practiced.
4. In addition to always having two Youth Workers present during Organized Youth Activities, there shall always be at least one Youth Worker for every twelve Youth at any Organized Youth Activity. The Pastor of Youth Ministry shall be notified if more Youth Workers are needed in order to satisfy or maintain this ratio.

5. During Organized Youth Activities, Youth Workers must know the location of their assigned Youth at all times.
6. Restroom Use: During Organized Youth Activities, where feasible, only one Youth of each sex may use the restrooms at any one time. Males must use men's restrooms. Females must use women's restrooms. Youth Workers shall not be alone with a Youth in the restroom for any reason.
7. Arrival and Departure: At least two Youth Workers shall be present to welcome Youth when they arrive on-site for an Organized Youth Activity. Similarly, at least two Youth Workers shall remain present until the last Youth is picked up or departs from an Organized Youth Activity.
8. If a Youth leaves an event without permission, the Youth's parent(s) shall be called immediately.

D. For Organized One-on-One Youth Mentorship Meetings with Youth:

While one-on-one mentoring relationships between Church members and Youth that are not organized or overseen by the Pastor of Youth Ministry (or another Church leader) may occur outside of the Youth Ministry and, therefore, fall outside the parameters of the Youth Ministry Protection Policy, parents of Youth may wish to have a mentoring relationship organized and overseen by the Youth Ministry. In these situations, a parent may enroll their son or daughter in the Organized One-on-One Youth Mentorship program of the Youth Ministry. As described in Section II, an Organized One-on-One Youth Mentorship consists of meetings between a Youth Worker and a Youth as organized and overseen by the Pastor of Youth Ministry for the purpose of discipleship and mentoring.

The following provisions will be enforced during all Organized One-on-One Youth Mentorship Meetings:

1. Before an Organized One-on-One Youth Mentorship relationship may commence, parents must give their written consent to the Pastor of Youth Ministry using the Organized One-on-One Youth Mentorship Release Form (Appendix D).
2. Youth Workers involved in Organized One-on-One Youth Mentorship relationships must be of the same sex as the Youth they are mentoring.
3. **The Rule of Public Settings:** When a Youth Worker meets with a Youth during an Organized One-on-One Youth Mentorship meeting, the meeting must take place in a public setting with at least three other adults present on the premises at all times, except in the case of transportation of the Youth by the Youth Worker where the Transportation Consent & Release Form is secured from the Youth's parent or guardian (Appendix C), unless taking place in the Youth's home with a parent present (see #5 below).
4. At no time should a Youth Worker be alone with a Youth in a vehicle unless a signed Transportation Consent & Release Form is secured from the Youth's parent or guardian (Appendix C).
5. In a One-on-One Mentorship meeting at a Youth's residence, a parent must be present in the room at all times or, if outside, able to visibly observe the meeting for its entire duration.
6. The mentoring relationship is concluded when the Youth, Youth's parent(s), and/or the Youth Worker alert the Pastor of Youth Ministry of its conclusion in writing or upon the cessation of formal meetings between the Youth and the Youth Worker for nine consecutive months.
7. **Limitation:** Any one-on-one meetings between a Youth and a Church member (including a Youth Worker) not within the parameters of this section of Organized One-on-One Youth Mentorship is not within the purview of the Youth Ministry and does not fall under the Youth Ministry Protection Policy.

E. Supervision of Overnight Events:

In addition to the provisions noted for all Organized Youth Activities, the following rules apply:

1. At least two Youth Workers must be present at overnight events.
2. Separate sleeping areas must be provided at all overnight events for males and females. Youth Workers of the same sex as the Youth will be assigned to the sleeping areas.
3. A Youth Worker or Youth may not share a bed nor sleep in the same bed or sleeping bag as one of the (other) Youth. At least three individuals shall be in a room or other sleeping area for overnight events.

F. Supervision of Off-Site Events:

In addition to the provisions noted for all Organized Youth Activities, the following rules apply:

1. Parents shall be notified of pertinent information surrounding any trips, including the specific activities participated in, location and transportation details, contact numbers, and any applicable accommodations.
2. Parents shall notify a Deacon/Deaconess of Youth Ministry in advance of any medication or special instructions involved in caring for their Youth while in the care of the Youth Ministry.
3. If an off-site Organized Youth Activity is held in a private residence, it must be at the home of a CHBC member, and the Pastor of Youth Ministry must have approved the event.
4. When off-site events are held in private residences, at least two Youth Workers must be present and ensure that at least one of the rules of Section VII(C)(1) of this policy is observed.

VIII. CONDUCT POLICY

We desire for our Youth Workers to build friendships with the Youth, but they must be within certain boundaries:

A. Youth-to-Youth Worker Interaction

1. Non-platonic interactions or relationships between Youth Workers and Youth are explicitly forbidden.
2. Youth Workers must not speak to Youth harshly or in a sexually suggestive manner and must act in conformity with the Appropriate Behavior Redirection Policy (Section XI) as described below.
3. Youth Workers and Youth must abide by both the Physical Touch Policy (Section IX) and Electronic Communication Policy (Section XII) as described below.

B. Youth-to-Youth Interaction

1. Youth may not separate themselves from any group during an Organized Youth Activity unless specifically permitted by a Youth Worker and the precise whereabouts of the Youth monitored by at least two Youth Workers.
2. Youth may not engage in any form of Abuse (including verbal, emotional, sexual or physical abuse) of another nor engage in any speech that can be considered detrimental to relationships with other Youth or Youth Workers. Youth who fail to abide by this obligation will face consequences appropriate to the severity of the situation, which may include a warning, temporary removal of Youth from the Organized Youth Activity, returning the Youth to their parents, or temporary or permanent suspension from some or all Organized Youth Activities.
3. Youth must abide by the Physical Touch Policy below and Electronic Communication Policy as described below.

IX. PHYSICAL TOUCH POLICY

Two types of relationships are important to consider: Youth-to-Youth Worker and Youth-to-Youth.

A. Youth-to-Youth Worker

While appropriate physical contact with Youth can be an effective means of aiding in communication, redirecting attention, or showing godly love and care, it can also be easily misinterpreted. The following policies will help Youth Workers avoid any compromise or concerns in this area:

1. The following types of physical interaction between Youth and Youth Workers are prohibited: Rough-housing, wrestling, shoulder or piggy-back rides, kissing, rubbing/ massaging, sitting on laps, any other physical activity that requires extended periods of physical contact, or any other contact that is intended to arouse any individual.
2. Youth Workers may only touch Youth in “safe” areas and for a brief time. “Safe” areas generally include hands, arms, shoulders, and upper back. Youth Workers may never touch a Youth on or near any region that is private or personal (which includes any area normally covered by a bathing suit).
3. Youth Workers may never touch Youth out of frustration or anger. Physical discipline is explicitly prohibited.

B. Youth-to-Youth

1. No inappropriate touching of any kind will be accepted. Inappropriate touching can include, but is not limited to: extended hugging, kissing, rough-housing, wrestling, shoulder or piggy-back rides, rubbing/ massaging, sitting on laps, any other physical activity that requires extended periods of physical contact, or any other contact that is intended to arouse any individual.
2. Bullying will not be tolerated. If a Youth is found to be bullying another Youth during a Youth Ministry Event or outside a Youth Ministry Event, the Pastor of Youth Ministry reserves the right to suspend or terminate the violating Youth’s participation in the Youth Ministry.
3. Fighting will not be tolerated. Any Youth participating in violent action or intentional acts that cause or create a risk of injury to another will be dismissed from an activity and placed into their parent’s care.

C. Youth Worker-to-Youth Worker

1. The following types of physical interaction between Youth Workers and other Youth Workers are prohibited: Rough-housing, wrestling, shoulder or piggy-back rides, kissing (except in the case of married Youth Workers), rubbing/ massaging, sitting on laps, any other physical activity that requires extended periods of physical contact, or any other contact that is intended to arouse any individual.

X. PORNOGRAPHY POLICY

If a Youth Worker is witnessed or suspected of accessing, viewing, producing, transmitting, or distributing Child pornography (including anything that constitutes a sexual image of a Child under applicable law), then this shall be treated as a situation of alleged **sexual Abuse**. (Child for this policy means any person under 18). At a minimum, this requires as follows:

1. All procedures of this policy concerning reporting suspected or alleged Abuse (Section XV) shall be complied with, including the requirements of completing and submitting an Accident or Incident Report Form (Appendix H) to the Pastor of Youth Ministry and any member of the YMPC and complying with all applicable government reporting requirements, which include a mandatory obligation under District of Columbia law for any person over 18 to report suspected sexual Abuse; and
2. All procedures of this policy concerning responses to alleged Abuse (Section XVI) shall be complied with, including taking measures to secure the safety of others by suspending the Youth Worker's service as a Youth Worker (and any other position involving access to children in the Church) until at least the completion of an internal investigation and any applicable government investigation.

XI. APPROPRIATE BEHAVIOR REDIRECTION POLICY

All Youth Workers are responsible for providing a loving, respectful, and orderly atmosphere in which Youth can learn, grow and interact with others. This atmosphere shall be maintained by preparing beforehand, proactively directing Youth towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior include correcting the Youth verbally by withholding a certain privilege or activity for a brief time or separating a Youth from the group for a brief time (particularly if his or her behavior is endangering or upsetting other Youth). During correction, Youth must never be isolated with the Youth Worker in violation of Section VII(C)(1) of this policy.

Steps of correction may include (1) removing the Youth from the situation or problem; (2) pointing out the problematic behavior; talking to the Youth about his/her sin and his/her need for Christ; (3) praying for the Youth and redirecting; and (4) helping the Youth to reconcile with another Youth when appropriate. Youth Workers should view misbehavior as an opportunity to re-introduce Youth to the gospel.

Youth Workers shall never use any form of physical discipline (including corporal punishment), and shall never slap, kick, punch, spank, or hit a Youth. They shall never speak harsh words, insults, belittling comments, or threatening words, or engage in any other verbal humiliation to Youth.

If a Youth's behavior is uncontrollable or the Youth does not respond to the acceptable means of behavior correction or redirection indicated above, the parents shall be immediately contacted by the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry or a Designee. If the Youth assaults, harasses or bullies other Youth, misbehaves beyond minor correction, or has a pattern of misbehavior, he or she shall be immediately removed by the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry or a Designee and the parents called. Youth Workers are allowed to physically restrain a Youth if he/she is physically endangering other Youth. A Youth Worker must immediately report any of these problems (as well as the appropriate response taken to deal with the behavior) to the Pastor of Youth Ministry after their occurrence and submit an Accident or Incident Report Form (Appendix H) to the Pastor of Youth Ministry and at least one member of the YMPC.

If the offense is significant enough to elicit removal from an Organized Youth Activity, the Youth may be prohibited from returning to the Youth Ministry. A Youth may be reinstated if the risk of re-offense has been adequately reduced. Ultimately, reinstatement is optional and is determined by the Pastor of Youth Ministry.

XII. SECURITY POLICY

The following security procedures must be employed for all Organized Youth Activities at the Church. The Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry or a Designee (in order of available priority) will be charged with making sure these rules are followed for each Organized Youth Activity.

1. Except in the case of an organized church event (i.e., wedding, funeral), all doors to the Church must be closed and locked at least one hour prior to an Organized Youth Activity and must remain so until the last Youth leaves the Activity.
2. Only the Pastor of Youth Ministry, Deacons/Deaconesses of Youth Ministry, and approved Youth Workers are allowed in the rooms where Youth are meeting. Parents of Youth may watch from outside the room or themselves become approved Youth Workers.
3. One Youth Worker will be designated as a hall monitor during each Organized Youth Activity at the Church. The designated hall monitor will ensure that Youth are not in the hallways or in other unapproved rooms. The hall monitor will also monitor for unapproved adults in the building and notify the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry, or a Designee if one or more should present. The Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry, or a Designee will take the necessary steps to secure the area of the building where the Youth are meeting.
4. Suspicious Person Procedure: Upon the identification of a suspicious person by a Youth or Youth Worker, a report should be made immediately to the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee (in order of available priority) and the person's location noted. Once reported, the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or a Designee should assemble a team of Youth Workers to observe the individual from a distance. The team should generally stay far enough from the suspicious person so as to not be distracting, but close enough that they can act quickly if the individual does something of concern. At no time should the individual be allowed near the Youth. In accordance with their training and judgment, Youth Workers may choose from the following interventions: Observe from a distance; observe closer in; speak to the person; escort the person out of the building; or restrain the suspicious person. Restraint should be done only if an individual will not leave the building as instructed or if the individual poses an imminent threat to himself/herself or others. Generally, the police should be called prior to any physical restraint.
5. In the event of an emergency involving a hostile intruder, active shooter, or bomb threat, the Youth Ministry will abide by the policies and procedures documented in the Capitol Hill Baptist Church Building Safety and Security Procedures Manual. Youth Workers will be trained on these policies and procedures on an annual basis.
6. Missing, Lost, or Abducted Youth Procedure: In the case of a missing, lost, or abducted Youth, the Youth Ministry will follow the policies and procedures documented below:
 - a) Missing/Lost Youth - In the case of a missing or lost Youth, a Youth Worker will first do a thorough check of the Church building to make sure the Youth is not in another part of the building. If the Youth is not found after a thorough check of the Church building, a Youth Worker should notify the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry, or a Designee who will then instruct Youth Workers to block door access to and from the building until otherwise notified by the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry, or a Designee. If the Youth is not found, the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry, or a Designee must notify the Youth's parent(s) or guardian. After notifying the parent(s) or guardian, the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry, or a Designee shall call the police to secure help.

- b) Abducted Youth - In the case of an apparent Youth abduction, response should be initiated immediately by an individual who observed the abduction. The individual who observed the abduction should call 911 to secure help from the police and contact the Pastor of Youth Ministry and/or a Deacon/Deaconess of Youth Ministry. The Pastor of Youth Ministry and/or a Deacon/Deaconess of Youth Ministry should call 911 if that has not already been done and notify the Youth's parent(s) or guardian.
7. Lockdown Procedure: Should Youth Workers encounter a safety threat during an Organized Youth Activity and they cannot or should not escape from the indoor facility in which they are meeting, it is important that they find a secure place to shelter with an alternate means of escape. If in the Church building, the suggested lockdown location is the church office. Strategic lockdown locations and escape routes can be found in the Capitol Hill Baptist Church Building Safety and Security Procedures Manual. Youth Workers will be trained on these policies and procedures on an annual basis. If a lockdown is necessary during an Organized Youth Activity, the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, or Designee (in order of available priority) should gather Youth Workers and Youth in a designated lockdown location, lock and barricade doors, silence cell phones and other noise-making devices, turn off all lights, call 911, and prepare to fight an intruder if necessary. All individuals should remain in the lockdown until individuals are forced to escape the building or until police officers arrive with the predetermined code word.

XIII. ELECTRONIC COMMUNICATION POLICY

Electronic communication has become a primary means of communication between Youth and other Youth as well as between Youth and Youth Workers. However, its improper use can produce serious consequences. This policy is designed to enforce positive, encouraging, biblical communication between both subsets while using electronic communication. To that end:

1. Youth Workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, unlawful, or disrespectful when communicating with Youth. Furthermore, Youth Workers may not post pictures of Youth (except for their own children) on social media or otherwise publicly disseminate information about Youth on social media accounts.
2. Youth may not transmit content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, unlawful, or disrespectful when communicating with another Youth or with a Youth Worker during an Organized Youth Activity. This prohibition extends to communication through any electronic medium run by or overseen by Youth Workers, such as a group chat or social networking platform.
3. In becoming a Youth Worker, the Youth Worker consents to either (a) save all electronic communications with Youth for the duration of their involvement in the Youth Ministry and for three years after their official termination of service as a Youth Worker or (b) provide the Pastor of Youth Ministry with an authentic copy of any electronic communication with Youth during their service as a Youth Worker prior to the deletion or destruction of such communication. The Youth Worker also consents to allowing the Pastor of Youth Ministry to examine the communication at any time and to fully cooperate with such examination (including providing any password or other information needed to facilitate such examination). This agreement must be memorialized by the Youth Worker in signing the Electronic Communication, Retention, and Data Release Form (Appendix F). Youth Workers also understand and agree that part of being approved to serve as a Youth Worker is that they have no expectation of privacy in any electronic or other communication with a Youth (except for communication with the Youth Worker's own child).
4. Except in emergency or extreme situations, or where explicitly approved by the Pastor of Youth Ministry, Youth Workers may not text, email, or message Youth of the opposite sex unless another Youth Worker or parent is also included on the communication.
5. Youth Workers will discourage Youth from using cell phones or other electronic devices during Youth Activities except in an emergency, to contact a parent or guardian, or to place calls specifically approved by a Youth Worker.
6. Youth Workers who become aware of possible Abuse through electronic media must immediately (i.e., within no more than 24 hours) comply with the reporting requirements set forth in Section XV ("Reporting Suspected or Alleged Abuse) including the requirements of completing and submitting an Accident or Incident Report Form (Appendix H) to the Pastor of Youth Ministry and any member of the YMPC and complying with **all applicable government reporting requirements**.
7. Youth Workers who violate this policy may be removed from the Youth Ministry at the discretion of the Pastor of Youth Ministry or the YMPC.
8. Youth who violate this policy may lose electronic communications privileges or be removed from the Youth Ministry. The Pastor of Youth Ministry will notify parents immediately of any violation.

Please Note: Sections XIV, XV, and XVI pertain to responding to any allegations of Abuse or neglect that occur within the Youth Ministry or involve CHBC or Youth Workers. Copies of relevant District of Columbia, Virginia, and Maryland child welfare laws are kept by the Pastor of Youth Ministry for reference purposes in situations involving reporting requirements and Child Protective Services (CPS) investigations.

XIV. CONFIDENTIALITY

The Abuse and neglect of Youth, whether alleged or substantiated, is very sensitive and can have a devastating impact on an alleged victim, alleged perpetrator, any reporter of alleged Abuse, and the families of those involved. While CHBC will ensure that government reporting obligations are followed in any reported case of suspicion of Abuse and that any such report of Abuse is adequately investigated, the following measures are implemented to protect the privacy of all parties and to ensure that information about any alleged act is limited to essential persons:

- A. Upon a report of alleged, suspected, or witnessed Abuse or neglect of Youth during a Youth Ministry Event, every effort will be made to maintain confidentiality. Knowledge regarding the names and information in any Abuse allegation shall be limited to the positions listed in Section XIV(B). Every effort shall be taken to keep names and information in any Abuse allegation limited to the necessary scope of actors actively overseeing and investigating the allegations. Further, any request to release names of any involved party (e.g., in the course of interviewing witnesses during an investigation of a report of Abuse) must be first cleared by the Church's legal counsel.
- B. Need-to-Know: Those positions in the need-to-know category include the following: Pastor of Youth Ministry; Youth Ministry Protection Committee members; Deacons/Deaconesses of Youth Ministry; CHBC Elders; the Church's legal counsel; and any government authorities that are authorized to receive, investigate, and/or respond to reports of Abuse.
- C. Violations of confidentiality by any person will be brought to the Elders to determine any disciplinary action.
- D. Discussion by any Elder or subcommittee of the Elders shall be conducted without the actual names of involved persons being used. Instead, descriptions such as "reporter(s)", "alleged offender(s)", and "alleged victim(s)" shall be used.
- E. For reasons of confidentiality, a liaison between the legal authorities or Child Protective Services and the Elders may be appointed. This liaison must be a member of the Youth Ministry Protection Committee.
- F. Rumors regarding an active investigation into allegations of Abuse will not be responded to by the Church. Persons with questions regarding an active investigation of Abuse will be politely informed that the information is confidential.

XV. REPORTING SUSPECTED OR ALLEGED ABUSE

The requirements of this section and the subsequent section of the Policy refer only to events that take place during a Youth Ministry Event. Any events occurring outside a Youth Ministry Event are not within the purview of this Policy.

Allegations of Abuse (including sexual, physical, or emotional abuse) by a Youth Worker and/or of a Youth involved in a Youth Ministry Event, whether in a Church facility or elsewhere, will be taken seriously and be handled confidentially (see Section XIII). Please refer to Appendix I, "Indicators of a Youth's Potential Need for Protection" for signs and symptoms of Abuse and Appendix J on how to respond to a Youth's report of Abuse.

A. Procedure for Reporting Suspected or Alleged Abuse:

Upon witnessing or suspecting Abuse at a Youth Ministry Event, a Youth Worker shall undertake the following actions:

1. **Step #1: Make Every Effort to Stop the Abuse:** If a Youth Worker witnesses or has reason to suspect Abuse (including sexual, physical, or emotional abuse) during a Youth Ministry Event, the Youth Worker must take every reasonable step to stop the Abuse, including immediately reporting the incident to the Pastor of Youth Ministry, Deacon/Deaconess of Youth Ministry, and/or a Designee.
2. **Step #2: File an Accident or Incident Report (Appendix H):** If a Youth Worker witnesses or has reason to suspect Abuse (including sexual, physical, or emotional abuse) during a Youth Ministry Event, the Youth Worker is required to immediately (i.e., within 24 hours or less) document in writing, using an Accident or Incident Report Form (Appendix H), their observations and/or actions, including any follow-up actions they take. The Youth Worker shall immediately provide this report to the Pastor of Youth Ministry and any member of the YMPC. In the event of an allegation of Abuse involving the Pastor of Youth Ministry, the report should be provided only to one or more members of the YMPC and not to the Pastor of Youth Ministry; in the case of an allegation of Abuse involving a member of the YMPC, the report should be provided to a member of the YMPC other than the one against whom allegations are being made.

The Pastor of Youth Ministry and YMPC shall keep this documentation in a confidential, locked location in the church office that is not accessible to any person except the Pastor of Youth Ministry and members of the YMPC.

3. **Step #3: Comply with Applicable Government Reporting Requirements:** If a Youth Worker witnesses or has reason to suspect Abuse (including sexual, physical, or emotional abuse) during a Youth Ministry Event, the Youth Worker shall, at a minimum, comply with all applicable government reporting requirements.

District of Columbia law generally requires that **any person 18 or older who knows, or has reasonable cause to believe that a child under 16 is a victim of sexual Abuse shall immediately report such knowledge or belief to the police (which includes DC's Child and Family Services Agency).**

For all other kinds of Abuse or neglect, whether the Youth Worker is a mandatory or permissive reporter depends on the Youth Worker's occupation and where the incident of Abuse or neglect occurred. reporter.

- a) **Mandatory Reporters** - Per the District of Columbia's child protection laws, certain persons are considered mandated reporters, and are required to report suspected child Abuse or neglect. These persons include, but are not limited to, the following: social workers, teachers and other school personnel, physicians and other health care workers, mental health professionals, childcare providers, law enforcement officers, and domestic violence workers.

In addition, if the alleged Abuse occurs in a state outside the District of Columbia, that state's mandatory reporter laws apply. Where Youth Worker suspect, witness, or has knowledge of Abuse and are mandatory reporters, they must follow the guidelines and laws set forth for mandatory reporters in the state or District where the incident happened. In such a case, it is important that the Youth Worker knows whether to report only in the context of their professional duties or whether the obligation to report also applies when they are away from their professional duties or functioning as a Youth Worker at the Church. Youth Workers should work with the Pastor of Youth Ministry and the YMPC to help them determine if they have a legal obligation to report and, if so, in what capacity they must report. Where necessary, the YMPC will consult CHBC's legal counsel for clarification. Even if the particular Youth Worker is not a mandatory reporter, the YMPC will determine, consulting legal counsel as needed, if the Church is required to make a report.

- b) **Permissive Reporters** – If an individual is not considered a mandatory reporter by the state or District in which the Abuse occurred, they are considered a permissive reporter. Whereas mandatory reporters are required to report suspected or known Abuse or neglect to applicable authorities, permissive reporters are not required to report, but may still choose to do so. **Nothing in this policy shall be deemed to prevent a permissive reporter from voluntarily choosing to make a report.** If a Youth Worker who suspects, witnesses, or has knowledge of Abuse or neglect is a permissive reporter, they should still contact the Pastor of Youth Ministry and a YMPC member who will then report such information to the YMPC. If reporting to Child Protective Services or police is deemed appropriate by the YMPC, the YMPC will ensure that a report is made.

- B. **Questions or Concerns About Potential Abuse:** A Youth Worker who has questions or concerns regarding possible Abuse should immediately contact the Pastor of Youth Ministry and a member of the YMPC (Appendix A). Observations or suspicions must be documented in writing in an Accident or Incident Report (Appendix H) and submitted to the Pastor of Youth Ministry and a member of the YMPC. The Pastor of Youth Ministry may consult with members of the YMPC (Appendix A) in the process of determining next steps.
- C. **Important Considerations** - State and federal laws protect reporters from a civil lawsuit following a report of suspected Abuse or neglect to a Child Protection Agency or the police. In some cases, state and federal laws authorize criminal penalties or civil liability for failing to report a reasonable suspicion of child Abuse. In addition, obstructing or interfering with a government investigation of child Abuse can result in criminal charges.

XVI. RESPONSE TO ALLEGATIONS OF ABUSE

CHBC shall ensure that a caring response is always provided to any suspicion or witnessing of Abuse at a Youth Ministry Event. Every allegation of Abuse shall be taken seriously and all applicable reporting obligations followed.

A. Youth Ministry Protection Committee

Upon the inception of this Policy, a Youth Ministry Protection Committee (YMPC) shall be established to formally investigate any report of reasonably suspected or witnessed Abuse of a Youth during a Youth Ministry Event as reported to it by the Pastor of Youth Ministry, a Deacon/Deaconess of Youth Ministry, and/or by a Youth Worker. The YMPC shall consist of the Pastor of Youth Ministry, two other CHBC Elders, and two female parents of Youth currently active in the Youth Ministry. Nomination to the YMPC will be made by the Elders with terms consisting of two years.

B. YMPC Procedure in Response to a Report of Suspected or Alleged Abuse

Where YMPC receives a report of an allegation of Abuse involving a Youth Worker, it shall take the actions below. It shall take these actions whether the report of alleged Abuse arises from a report of Abuse submitted internally to the Church, or due to an Elder or member of the YMPC learning from CPS or police that allegations of Abuse are being investigated or criminal charges have been filed against a Youth Worker independent of any internal report made to the Church.

1. **Reporting to Government Authorities:** Upon receiving a report of alleged Abuse, the YMPC shall ensure that any mandatory government reporting obligations are complied with as well as determining whether to report the allegation even in the absence of a mandatory duty to do so. YMPC shall consult with Church legal counsel concerning any decision about reporting the allegations. (If YMPC has actual, verifiable knowledge that a report has already been submitted (e.g., because it learns that Child Protective Services is already undertaking an investigation), it need not submit another report).
2. **Ensuring the Safety of Youth and Others:** YMPC shall take measures to ensure the safety of any Youth who is an alleged victim of Abuse (e.g., preventing contact between the Youth Worker and the alleged victim) and ensure that the alleged victim has access to proper care (e.g., counseling, medical care). YMPC shall also take measures, working with other CHBC elders or staff as appropriate, to ensure the safety of other Youth, other children at CHBC, or others at CHBC during any investigation by YMPC or government authorities of the allegations of Abuse. Such measures may include, but are not limited to, temporarily suspending the accused Youth Worker from his or her position and any other responsibilities involving Youth (or other children at CHBC) until completion of the investigation, restricting unsupervised access to some or all Youth (or other children at CHBC) on Church property or elsewhere during Church events, and limiting the Church events that the Youth Worker may attend. (Such safety measures may also be taken if a Youth Worker is the subject of allegations of Abuse in settings outside of the Youth Ministry or the Church). YMPC should consider the nature of the alleged Abuse in considering what safety measures to implement. (E.g., allegations of sexual Abuse would typically necessitate a different response than allegations of verbal, non-sexual Abuse or physical Abuse). YMPC may consult with Church legal counsel in determining appropriate safety measures.
3. **Investigation:** The YMPC shall ensure that an appropriate and adequate investigation of the allegations of Abuse is undertaken. Such investigation will also evaluate the potential for other potential victims. The YMPC will seek professional assistance when deemed appropriate by the YMPC to ensure an adequate investigation.

In cases where governmental authorities are investigating allegations of Abuse involving a Youth Worker, YMPC shall cooperate with these authorities, consult with Church legal counsel to facilitate this cooperation, and avoid taking measures that would interfere with the government investigation. In some cases, this may mean suspending or delaying some or all aspects of a YMPC investigation until the government authorities have interviewed certain witnesses or concluded their investigation. In addition, the YMPC will designate a liaison with the government investigating authorities to obtain, as much as possible, written documentation of allegations, information, and findings. The YMPC will update any safety measures as necessary in light of any such information learned from government authorities.

During any investigation, YMPC will seek to limit notification of the investigation and the identities of those involved to those to whom it is necessary to (a) investigate the allegations, (b) ensure the safety or care of any particular individual, or (c) otherwise adequately respond to the allegation. YMPC may also notify the Church's insurance agent in accord as required by any applicable Church insurance policy.

4. **YMPC Response/Action to Investigation Outcomes:** In cases where an allegation of Abuse is found to be substantiated (e.g., because of self-admission of guilt, criminal conviction, finding of Child Protective Services, finding as a result of a YMPC investigation), the YMPC shall take appropriate responsive action. Such actions may include, but are not limited to the following: reporting to elders the finding that the Abuse is substantiated, suspending or terminating the Youth Worker from current and future service as a Youth Worker (or with other children at the Church), permanently barring service as a Youth Worker, and providing appropriate care to the victim of the Abuse. In consultation with Church legal counsel, the YMPC may also notify other organizations of the finding that the allegation of Abuse is substantiated, particularly where there is reason to believe that this individual could have access to Youth or children in his or her role with that other organization.

In cases where an allegation of Abuse is not substantiated, the YMPC shall notify any alleged victim and the accused Youth Worker of the finding and determine other appropriate actions to take in consultation with the elders and Church legal counsel as needed.

C. Annual Report

At the conclusion of each calendar year, the YMPC will file a report to the Elders documenting any allegations investigated during the past year with names redacted for privacy purposes. Upon request, individual elders may see the unredacted version of the report.

D. Former Youth

If a former Youth alleges an incident of Abuse that happened when he or she was involved in the Youth Ministry then:

1. The YMPC (or those professionally assisting the YMPC) shall seek to interview the former Youth to gather information.
2. If the accused is still a member of CHBC, the YMPC shall follow the procedures set out above.
3. If the accused is no longer a member of CHBC, the YMPC shall consult with the CHBC Elders and legal counsel to determine the need to report to police or CPS and any other organization that the accused may be a part of since his/her departure from CHBC.
4. Even if government officials are no longer bound to investigate due to a statute of limitations, CHBC shall investigate all allegations.

E. Media

If the media and/or the larger community have knowledge of any incident, one person will be appointed by the Elders to act as an official church spokesperson for the purposes of preparing a public statement with accurate but limited information and serving as the official contact for media. Church legal counsel may be consulted in preparing the statement. The YMPC may also be consulted on the best way to convey this information to the congregation and the larger community.

F. Congregational Concerns

The YMPC and the CHBC Elder Board shall respond to congregational concerns if warranted. When responding, the Church, as well as permissive or mandatory reporters, shall consider the privacy of the parties involved as well as the need to maintain the integrity of any ongoing investigation.

XVII. CONSEQUENCES FOR FAILURE TO ADHERE

If a Youth Worker fails to comply with any article of the Youth Ministry Protection Policy, he or she will be subject to removal from the Youth Ministry by the Pastor of Youth Ministry, the Youth Ministry Protection Committee, and/or the Elder Board at their sole discretion.

If a Youth fails to comply with any article of the Youth Ministry Protection Policy, he or she will be subject to appropriate consequences, including suspension or removal from the ministry at the sole discretion of the Pastor of Youth Ministry, the Youth Ministry Protection Committee, and/or the Elder Board.



YOUTH WORKER APPLICANTS ONLY

I hereby state that I have carefully read the foregoing Youth Ministry Protection Policy and know the contents thereof. Furthermore, in my prospective work as a Youth Worker, I agree to abide by the contents in their totality. I also understand and agree that if the Pastor of Youth Ministry, Youth Protection Ministry Committee, or the Elder Board determines that I have violated this policy then CHBC may share this determination with the CHBC church body, any other past or present church that I attend or have attended, and any other organization where I might be exposed to or working with children.

Youth Worker Applicant Signature: _____

Date: _____

Youth Worker Applicant Printed Name: _____

APPENDIX A: IMPORTANT PHONE NUMBERS AND NAMES

(Updated annually)



DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY: **202-671-7233**

ORGANIZATION:

CAPITOL HILL BAPTIST CHURCH: **202-543-6111**

PASTOR OF YOUTH MINISTRY:

CHARLES HEDMAN: **Google Voice Number**

DEACONS/DEACONESSES OF YOUTH MINISTRY:

JACKIE GALONSKA: **Google Voice Number**

PATRICK HULEHAN: **Google Voice Number**

CARLY WORTHAM: **Google Voice Number**

YOUTH MINISTRY PROTECTION COMMITTEE MEMBERS:

(NAMES)

APPENDIX B: ORGANIZED YOUTH ACTIVITIES PARTICIPATION & RELEASE FORM



The undersigned does hereby give permission for my minor child _____ (child's name)("Participant"), to attend and participate in any Capitol Hill Baptist Church Youth Ministry Event, as that term is defined in the Church's Youth Ministry Protection Policy. I agree that I have received a copy of and had an opportunity to review that policy (available at capitolhillbaptist.org).

LIABILITY RELEASE: In consideration of Capitol Hill Baptist Church allowing the Participant to participate in any Youth Ministry Event, I, the undersigned, on behalf of myself, Participant, and any heirs, agents, or assignees, do, to the fullest extent permitted by law, hereby release, forever discharge and agree to hold harmless Capitol Hill Baptist Church and its pastors, directors, employees, volunteers, Youth Workers, and/or any other persons or entities acting on its behalf (collectively herein the "Church") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the Participant, and any heirs, agents, assignees or anyone else who could bring a claim on behalf of myself or the Participant may have, now or in the future, against the Church on account of personal injury, illness, property damage, death, or accident of any kind, arising out of or in any way related to my child participating in any Youth Ministry Event, however the injury or damage occurs, including, but not limited to the negligence of the Church.

I, the parent or legal guardian of Participant, hereby grant my permission for the Participant to participate fully in any Youth Ministry Event, including trips away from the church premises. Furthermore, I, on behalf of my minor Participant, hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of Participant's attendance or conduct in any way related to participation in any Youth Ministry Event, including recreation, work, travel, and ministry activities, involved therein. I further hereby agree to hold harmless and indemnify the Church for any liability sustained by the Church as the result of the negligent, willful or intentional acts of the Participant while attending or participating in a Youth Ministry Event, including expenses incurred attendant thereto.

MEDICAL TREATMENT PERMISSION: I authorize an adult, in whose care the Participant has been entrusted as part of participating in a Youth Ministry Event, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the Participant under the general or special supervision and on the advice of any licensed physician or dentist on the medical staff of a licensed hospital or emergency care facility in any state or the District of Columbia. The undersigned shall be liable and agrees to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned Participant pursuant to this authorization.

TRANSPORTATION PERMISSION: The undersigned does also hereby give permission for Participant to ride in any vehicle driven by an approved and licensed ADULT Youth Worker while attending and participating in any Youth Ministry Event or other activities sponsored by Capitol Hill Baptist Church. My child and I understand that SEAT BELTS MUST BE WORN AT ALL TIMES during transportation.

DISPUTE RESOLUTION: This Participation and Release Form shall be governed by, construed and enforced according to the laws of the District of Columbia without giving effect to its conflict of laws provisions. The exclusive mechanism for resolution of any disputes concerning any aspect of its execution, implementation, interpretation or termination shall be a Biblical process that involves good faith negotiations, and if necessary, Christian conciliation (which may include mediation or arbitration or both) under the rules of *CHBC Youth Ministry Protection Policy* _____ *Initials*

the Institute for Christian Conciliation (see <http://www.iccpeace.com/guidelines>) conducted in the District of Columbia. Based on my religious beliefs (e.g., 1 Cor. 6) that I share with the Church, I irrevocably waive any right to seek relief of any kind, legal or equitable, in the courts or administrative agencies of any government body, anywhere in the world.

SEVERABILITY: I understand the provisions of this Participation and Release Form are severable, and, should any provision be found unenforceable, the other provisions shall remain fully valid and enforceable.

I further state that I HAVE CAREFULLY READ THE FOREGOING PARTICIPATION AND RELEASE FORM, UNDERSTAND THAT I AM RELEASING LEGAL RIGHTS, UNDERSTAND THAT IT CONTAINS A BINDING ARBITRATION CLAUSE THAT MAY BE ENFORCED, HAVE HAD OPPORTUNITY TO SEEK LEGAL COUNSEL, AND SIGN THIS PARTICIPATION RELEASE FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand and to which I hereby agree.

Signature required:

_____	_____	_____
Father/Mother/Legal Guardian	Phone	Date
_____	_____	
Print name of father/mother/legal guardian	Print name of participant	
Hospital insurance? ____ Yes ____ No Insurance company _____		
Policy and Group Number _____		
Physician _____		Physician Phone Number _____
Allergies _____		Medications _____
Emergency Phone Number _____		
_____	_____	_____
Name	Relationship	Phone #

APPENDIX C: TRANSPORTATION CONSENT & RELEASE FORM



Consent

I, _____, the parent/guardian of my minor child _____ (hereinafter "My Child") hereby give My Child permission to ride in the vehicle of and/or be driven by an active Youth Worker screened and designated by the Capitol Hill Baptist Church Youth Ministry. I have discussed these arrangements with My Child.

Release

On behalf of myself, My Child, and any heirs, agents, or assignees, I do, to the fullest extent permitted by law, hereby agree to release, forever discharge, and agree to hold harmless and indemnify Capitol Hill Baptist Church and its pastors, directors, employees, volunteers, Youth Workers, and/or any other persons or entities acting on its behalf (collectively herein the "Church"), from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, My Child, and any heirs, agents, assignees or anyone else who could bring a claim on behalf of myself or My Child may have, now or in the future, against the Church on account of personal injury, illness, property damage, death, or accident of any kind, arising out of or in any way related to My Child riding in the vehicle of and/or being driven by an active Youth Worker screened and designated by the Capitol Hill Baptist Church Youth Ministry, however the injury or damage occurs, including, but not limited to the negligence of the Church.

DISPUTE RESOLUTION: This Transportation Consent and Release Form shall be governed by, construed and enforced according to the laws of the District of Columbia without giving effect to its conflict of laws provisions. The exclusive mechanism for resolution of any disputes concerning any aspect of its execution, implementation, interpretation or termination shall be a Biblical process that involves good faith negotiations, and if necessary, Christian conciliation (which may include mediation or arbitration or both) under the rules of the Institute for Christian Conciliation (see <http://www.iccpeace.com/guidelines>) conducted in the District of Columbia. Based on my religious beliefs (e.g., 1 Cor. 6) that I share with the Church, I irrevocably waive any right to seek relief of any kind, legal or equitable, in the courts or administrative agencies of any government body, anywhere in the world.

SEVERABILITY: I understand the provisions of this Transportation Consent and Release Form are severable, and, should any provision be found unenforceable, the other provisions shall remain fully valid and enforceable.

I further state that I HAVE CAREFULLY READ THE FOREGOING CONSENT AND RELEASE FORM, UNDERSTAND THAT I AM RELEASING LEGAL RIGHTS, UNDERSTAND THAT IT CONTAINS A BINDING ARBITRATION CLAUSE THAT MAY BE ENFORCED, HAVE HAD OPPORTUNITY TO SEEK LEGAL COUNSEL, AND SIGN THIS RELEASE FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand and to which I hereby agree.

Signature of Parent/Guardian _____ Date: _____

APPENDIX D: ORGANIZED ONE-ON-ONE YOUTH MENTORSHIP RELEASE FORM



The undersigned does hereby give permission for my minor child _____ (child's name) (hereinafter "My Child") to participate in an Organized One-on-One Youth Mentorship (as that term is defined in the Capitol Hill Baptist Church's Youth Ministry Protection Policy) with _____ (Youth Worker name), a screened and trained Youth Worker in the Capitol Hill Baptist Church (CHBC) Youth Ministry as defined by CHBC. I understand that my child will spend one-on-one time with the Youth Worker for the purpose of discipleship and mentoring and that the Youth Worker is expected to abide by the terms of the Youth Ministry Protection Policy governing the Organized One-on-One Youth Mentorship. I agree that I have received a copy of and had an opportunity to review CHBC's Youth Ministry Protection Policy.

LIABILITY RELEASE: In consideration of Capitol Hill Baptist Church allowing My Child to participate in an Organized One-on-One Mentorship, I, the undersigned, on behalf of myself, My Child, and any heirs, agents, or assignees, do, to the fullest extent permitted by law, hereby release, forever discharge and agree to hold harmless Capitol Hill Baptist Church, its pastors, directors, employees, volunteers, Youth Workers, and/or any other persons or entities acting on its behalf (collectively herein the "Church") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, My Child, and any heirs, agents, assignees or anyone else who could bring a claim on behalf of myself or My Child may have, now or in the future, against the Church on account of personal injury, illness, property damage, death, or accident of any kind, arising out of or in any way related to My Child's participation or involvement in an Organized One-on-One Youth Mentorship, however the injury or damage occurs, including, but not limited to the negligence of the Church.

I, the parent or legal guardian of My Child, hereby grant my permission for My Child to participate fully in an Organized One-on-One Youth Mentorship and any activities related thereto. Furthermore, I, on behalf of My Child, hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of My Child's participation in any way in an Organized One-on-One Youth Mentorship, including recreation, work, travel, and ministry activities involved therein. The undersigned further hereby agrees to hold harmless and indemnify the Church for any liability sustained by the Church as the result of the negligent, willful or intentional acts of My child while attending or participating in an Organized One-on-One Youth Mentorship, including expenses incurred attendant thereto.

MEDICAL TREATMENT PERMISSION: I authorize the Youth Worker in whose care My Child has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to My Child under the general or special supervision and on the advice of any licensed physician or dentist on the medical staff of a licensed hospital or emergency care facility in any state or the District of Columbia. The undersigned shall be liable and agrees to pay all costs and expenses incurred in connection with such medical and dental services rendered to My Child pursuant to this authorization.

DISPUTE RESOLUTION: This Release Form shall be governed by, construed and enforced according to the laws of the District of Columbia without giving effect to its conflict of laws provisions. The exclusive mechanism for resolution of any disputes concerning any aspect of its execution, implementation, interpretation or termination shall be a Biblical process that involves good faith negotiations, and if necessary, Christian conciliation (which may include mediation or arbitration or both) under the rules of the Institute for Christian Conciliation (see <http://www.iccpeace.com/guidelines>) conducted in the District of Columbia.

Based on my religious beliefs (e.g., 1 Cor. 6) that I share with the Church, I irrevocably waive any right to seek relief of any kind, legal or equitable, in the courts or administrative agencies of any government body, anywhere in the world.

SEVERABILITY: I understand the provisions of this Release Form are severable, and, should any provision be found unenforceable, the other provisions shall remain fully valid and enforceable.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE FORM, UNDERSTAND THAT I AM RELEASING LEGAL RIGHTS, UNDERSTAND THAT IT CONTAINS A BINDING ARBITRATION CLAUSE THAT MAY BE ENFORCED, HAVE HAD OPPORTUNITY TO SEEK LEGAL COUNSEL, AND SIGN THIS RELEASE FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand and to which I hereby agree.

Signature required:

Father/Mother/Legal Guardian	Phone	Date
Print name of father/mother/legal guardian	Print name of participant	
Hospital insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Insurance company _____
Policy and Group Number _____		
Physician _____		Physician Phone Number _____
Emergency Phone Number _____		
Name	Relationship	Phone #

APPENDIX E: YOUTH WORKER APPLICATION FORM



Application for Youth Ministry

Warning: Confidential Information—Read Carefully!

This document is designed to collect information about you that we need to qualify you for the privilege of service in Youth Ministry at Capitol Hill Baptist Church (CHBC). Some of this information is quite personal, and we are committed to protecting your confidentiality within the bounds of applicable law. As such, this document may be read only by the following persons at CHBC: you, the CHBC elders, the Pastor of Youth Ministry, deacons of Youth Ministry, or other individuals specifically authorized by the elders to make decisions concerning who should serve in Youth Ministry at the church. No other person at CHBC is authorized to review this document. Persons who review, duplicate, distribute, or disclose any portion of this document without authorization may face one or more of the following consequences: (1) Termination of employment, if an employee; (2) dismissal from any official position within the church, if a volunteer; (3) possible criminal liability; and (4) possible civil liability.

If at any time you determine that the information you provided in this document is not true—or if it changes in a way that substantively impacts your qualification to serve, you are requested to notify the Pastor of Youth Ministry as soon as possible.

This application is property of Capitol Hill Baptist Church and is confidential when completed.

FOR OFFICE USE ONLY:

Reference #1: _____

Reference #2: _____

Application for Ministry to Capitol Hill Baptist Church

Thank you for your interest in serving the youth and families of Capitol Hill Baptist Church. Once your application has been approved, the Pastor of Youth Ministry will work with you to find a spot on our Youth Ministry team that will be a good fit for you based on our needs and your interests and experience.

Please put your completed application in a sealed envelope and place it in the Pastor of Youth Ministry's mailbox in the church office.

Personal Information

Full Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Family Information

I am: • Single • Married • Divorced • Widowed

Do you have any children? Yes / No How many: _____

Membership Information

How long have you been a member of CHBC? _____ Date joined: _____

What other ministries and activities have you participated in at CHBC?

Prior Experience

Have you taught or cared for children or youth in any church or parachurch ministry before?

- Yes.
 No

If Yes, please describe (including dates and places):

Please describe any training, education, or other factors (including musical training) that would apply to your ministry to Youth:

Personal Commitment

In dependence on the Holy Spirit and by God's grace:

- I will be faithful and dependable in this ministry.
- I will seek to learn more about ministering to adolescents, as information and training are available.
- I will faithfully pray for the youth who are under my care.
- I commit myself to continuing personal spiritual growth.
- I commit to knowing when I am scheduled to serve and arriving to serve on time.

Signature: _____ Date: _____

Personal References

Every applicant for participation in Youth Ministry must provide at least two personal references. The Pastor of Youth Ministry will contact these references. (*Applicant waives the right to view reference statements or other information provided by references*).

If you have been a member of Capitol Hill Baptist Church for ***less than one year***, please list

1. A pastor or church leader from the church you most recently attended (if no church, please talk to the Pastor of Youth Ministry).
2. A person with whom you have worked/served in the past who knows you well. (If you have served in a youth ministry in the past, please list someone who served with you in that context.)

If you have been a member of Capitol Hill Baptist Church for ***more than one year***, please list

1. An elder, small group leader, or other church leader who knows you well
2. Another member of Capitol Hill Baptist Church who knows you well and can attest to your suitability to work with youth.

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Relation: _____ Relation: _____

Consent for a Criminal Background Check

Capitol Hill Baptist Church has contracted the services of an outside vendor to perform criminal background checks on all Youth Ministry applicants. A *national* criminal records search is performed. The following information is required.

Name: First _____ Last _____ Middle _____

Address: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number/State: _____

Reports are treated as confidential and CHBC limits access to the report to the following individuals at CHBC: the Pastor of Youth Ministry, CHBC elders, and other individuals authorized by the elders as part of the process of approving an individual to serve as a Youth Worker.

Any reported misdemeanor or felony will be discussed with you and the elders and may be grounds for denial of application to work with Youth or engage in other activities or ministry at the Church.

With my signature below, I consent to allow the Capitol Hill Baptist Church to perform the above-referenced criminal background check:

Signature: _____ Date: _____

Social Media Account Disclosure

We want to protect the privacy of our Youth as well as hold Youth Workers accountable for their work with Youth. To that end, please list each of your active social media accounts and handles (i.e., Facebook, Instagram, Twitter, Snapchat, Tik Tok):

Confidential Information

The following questions are designed to help us promote a safe, secure, and loving environment for the Youth who participate in our programs. This information will be kept in the applicant's secured file. The information will be viewed only by the Pastor of Youth Ministry, other elders the Pastor of Youth Ministry deems necessary and appropriate, or other individuals specifically authorized by the elders as part of the process of approving an individual to serve as a Youth Worker. If you would like to discuss any of these matters further with the pastor overseeing youth ministry, please simply indicate that below or leave the form blank. Answering "yes" to any of these questions will not necessarily disqualify you from participating in youth ministry at Capitol Hill Baptist Church.

1. Have you ever been a victim of Abuse?

(Many people have experienced Abuse at the hands of others. Most victims of Abuse abhor such behavior and are especially alert and sensitive to the need to provide a safe and caring environment for students. At the same time, residual effects may remain in some people's lives, including a hesitancy to report suspected child Abuse, which is why we ask this question. Please also note that depending on what information you share, we may have an obligation to ensure that conduct constituting Abuse has been reported to applicable authorities.)

- Yes
- No
- I would like to discuss this.

Comments:

2. Have you ever been accused of, participated in, found to have, pled guilty to, or been convicted of any type of child Abuse, child neglect, or any other unlawful conduct against a child (i.e., someone younger than 18? ?

- Yes
- No
- I would like to discuss this.

Comments:

3. Have you ever been convicted of or pled guilty to a crime (other than minor traffic violations)?

- Yes
- No
- I would like to discuss this

Comments:

4. Have you ever or do you now struggle with any mental health issue, illness, or disorder either diagnosed or not?

- Yes
- No
- I would like to discuss this.

Comments:

5. Have you deliberately viewed pornography in the past three years? *(This includes reading, watching, listening to, or in any other way using pornographic material, including books, magazines, television shows, movies, the Internet, or telephone services.)*

- Yes
- No
- I would like to discuss this.

Comments:

6. Have you ever participated in homosexual conduct?

- Yes
- No
- I would like to discuss this.

Comments:

7. Do you have any communicable diseases or infections?

- Yes
- No
- I would like to discuss this.

Comments:

8. Have you received the Covid-19 vaccine?

- Yes
- No
- I would like to discuss this.

Comments:

9. As a child or teenager, did you ever have sexual interaction or contact?

- Yes
- No
- I would like to discuss this.

Comments:

10. Are you aware of any traits, tendencies, or past conduct in which you have engaged that could pose any threat to Youth or are you aware of any reason you should not work with Youth?

- Yes
- No
- I would like to discuss this.

Comments:

Applicant's Verification Statement, Authorization, and Release

I hereby affirm that all of the information contained in this application is true and correct to the best of my knowledge.

I authorize Capitol Hill Baptist Church to contact any references, churches or other organizations listed or identified in this application. Furthermore, I authorize any references, churches, or other organizations I have listed or identified in this application to provide Capitol Hill Baptist Church any information (including opinions) that they have regarding my character and fitness to serve in the Youth Ministry or have access to Youth. I waive all right to access or view any information shared with Capitol Hill Baptist Church by any such references, churches, or other organizations.

I authorize the release of any information contained in this application to any individuals who make decisions about placing applicants in available positions at Capitol Hill Baptist Church, including in the Youth Ministry.

In consideration of the receipt and evaluation of this application by Capitol Hill Baptist Church, I, to the fullest extent permitted by law, hereby release, forever discharge and agree to hold harmless Capitol Hill Baptist Church (including its pastors, directors, employees, volunteers, and/or any other persons or entities acting on its behalf) and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, who provide Capitol Hill Baptist Church with information about me in connection with my application (collectively "Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I and any heirs, agents, assignees or anyone else who could bring a claim on behalf of myself may have, now or in the future, against the Releasees on account of personal injury, illness, property damage, death, or accident of any kind, arising out of or in any way related to the authorizations I have provided in this application, any information provided by any Releasee to Capitol Hill Baptist Church, or any action taken by Capitol Hill Baptist Church as a result of any authorization or information provided pursuant to the authorization, however the injury or damage occurs, including, but not limited to negligence.

By signing this statement, I affirm that:

- (a) I have read the Youth Ministry Protection Policy provided by the Church in its entirety and agree to abide by its contents;
- (b) I believe and agree with the Capitol Hill Baptist Church's Statement of Faith, Church Covenant, and the provisions related to complementarianism in the Southern Baptist Convention's Baptist Faith & Message 2000; and
- (c) If my answer to the above statement in (b) changes, I will notify the Pastor of Youth Ministry.

Furthermore, by signing this statement: I agree that:

- (d) As long as I volunteer at Capitol Hill Baptist Church in ministry to Youth, I will attend a mandatory training session each year reviewing the Youth Ministry Protection Policy.
- (e) As long as I volunteer at Capitol Hill Baptist Church in ministry to Youth, I will attend a mandatory training session (in person or online) each year on the prevention of Abuse.

I further state that I HAVE CAREFULLY READ THE FOREGOING VERIFICATION, AUTHORIZATION, AND RELEASE FORM, UNDERSTAND THAT I AM RELEASING LEGAL RIGHTS, HAVE HAD OPPORTUNITY TO SEEK LEGAL COUNSEL, AND SIGN THIS FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand and to which I hereby agree.

Applicant's Signature: _____

Date: _____

APPENDIX F: ELECTRONIC COMMUNICATION, RETENTION, & DATA RELEASE FORM



I, _____, a screened and approved Youth Worker at the Capitol Hill Baptist Church agree not to transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, unlawful, or disrespectful when communicating with Youth (as that term is defined in CHBC's Youth Ministry Protection Policy). This prohibition extends to communication through any electronic medium, such as a group chat or social networking platform. Should I receive any such content from a Youth or become aware of another Youth Worker communicating in this way, I agree to immediately notify the Pastor of Youth Ministry at the Capitol Hill Baptist Church. I also agree to fill out and submit an Incident Report Form to the Pastor of Youth Ministry and at least one member of the YMPC concerning the alleged communication activities. Furthermore, I agree to not take pictures of Youth and post them on any social media account without the express written consent of their parents.

I understand that if I violate any of the provisions above, I may be removed from the Youth Ministry at the sole discretion of the Pastor of Youth Ministry or the Youth Ministry Protection Committee.

Additionally, in signing this document, I give permission to the Pastor of Youth Ministry to examine my electronic communication devices and electronic accounts for any communication made to or received from a Youth in the Capitol Hill Baptist Church Youth Ministry during my time as a Youth Worker and to fully cooperate with such examination (including providing any password or other information needed to facilitate such examination). I understand and agree that as part of the privilege of serving in youth ministry with CHBC, I have no expectation of privacy in any electronic or other communication with a Youth (except for my own child) while serving as a Youth Worker. I understand that any examination of my electronic communication devices and electronic accounts will be made only as it relates to communication with Youth so as to verify my appropriate engagement with the Youth. Furthermore, I agree to either (a) retain all electronic communication with Youth during my service in the Youth Ministry for a period of three years after the official termination of my service as a Youth Worker or (b) provide the Pastor of Youth Ministry with an authentic copy of any electronic communication with Youth during my service as a Youth Worker prior to the deletion or destruction of such communication.

SEVERABILITY: I understand the provisions of this Release Form are severable, and, should any provision be found unenforceable, the other provisions shall remain fully valid and enforceable.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE FORM, UNDERSTAND THAT I AM RELEASING LEGAL RIGHTS, UNDERSTAND THAT IT CONTAINS A BINDING ARBITRATION CLAUSE THAT MAY BE ENFORCED, HAVE HAD OPPORTUNITY TO SEEK LEGAL COUNSEL, AND SIGN THIS RELEASE FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand and to which I hereby agree.

Signature _____ Date: _____

APPENDIX G: YOUTH WORKER RENEWAL FORM

(Confidential: Pastor of Youth Ministry's eyes only)



Name _____

Have you at any time ever:

- Been arrested for any reason? _____ Yes _____ No
- Been convicted of, or pleaded guilty or no contest to, any crime? _____ Yes _____ No
- Engaged in, been accused of,, or found to have engaged in any type of child molestation, exploitation, or Abuse? _____ Yes _____ No

Are you aware of:

- Having any traits, tendencies, or past conduct in which you have engaged that could pose any threat to Youth? _____ Yes _____ No
- Any reason why you should not work with Youth? _____ Yes _____ No
- Any change in your theology that would put you at odds with the Church's Statement of Faith, Church Covenant, or the SBC's statement on complementarianism in the Baptist Faith & Message 2000? _____ Yes _____ No

In the past year, have you at any time ever:

- Viewed pornography? _____ Yes _____ No
- Engaged in premarital or extramarital sex? _____ Yes _____ No

If the answer to any of these questions is "yes," please explain in detail on another sheet of paper.

Verification and Release:

I recognize that Capitol Hill Baptist Church (CHBC) is relying on the accuracy of the information I provide on this Youth Worker Renewal Form. Accordingly, I attest and affirm that the information I have provided is true and correct.

I further authorize CHBC to conduct a criminal background check if CHBC determines, in its sole discretion, such a check to be necessary for my continued ministry service.

I agree to abide by all policies and procedures of CHBC related to my service as a Youth Worker and to protect the health and safety of the Youth assigned to my care or supervision at all times.

Printed name: _____

Signature: _____ Date: _____

PLEASE RETURN this form in a sealed envelope and return to the Pastor of Youth Ministry.

APPENDIX H: ACCIDENT OR INCIDENT REPORT



Name of Person(s) Involved: _____

Address of Person(s) Involved: _____

Phone Number(s) of Person(s) Involved: _____

Date and Time of Incident: _____

Name of Parent(s)/Guardian(s), if applicable: _____

Location: _____

Description of Accident/Incident (i.e., how injured, others involved, type of injury, etc.): _____

Action Taken: _____

Report Submitted by: _____

Signature: _____

Date: _____

Report Reviewed by Pastor of Youth Ministry or YMPC Member: _____

Please return a completed copy of this form to the Pastor of Youth Ministry and a member of the Youth Ministry Protection Committee within no more than 24 hours of the incident..

APPENDIX I: INDICATORS OF A YOUTH'S POTENTIAL NEED FOR PROTECTION



Excerpts from Guidelines to Help Protect Abused and Neglected Children.
Denver: American Humane Association, Children's Division. 1990.

NOTE: *One sign or indicator alone does not necessarily mean the child is abused. But if several occur together or form a pattern, be alert to the possibility.*

Physical Abuse	<ul style="list-style-type: none"> • unexplained bruises (in various stages of healing), welts, human bite marks, bald spots • unexplained burns, especially cigarette burns or immersion burns (glove-like) • unexplained fractures, lacerations, or abrasions • self-destructive • withdrawn and aggressive—behavioral extremes 	<ul style="list-style-type: none"> • uncomfortable with physical contact • arrives at gatherings early or stays late as if afraid to be at home • chronic runaway • complains of soreness or moves uncomfortably • wears clothing inappropriate to weather to cover body
Physical Neglect	<ul style="list-style-type: none"> • abandonment • unattended medical needs • consistent lack of supervision • consistent hunger, inappropriate dress, poor hygiene • lice, distended stomach, emaciated • regularly displays fatigue or listlessness, falls asleep in meetings/gatherings 	<ul style="list-style-type: none"> • steals food, begs from other youth • reports that no caretaker is at home • frequently absent or late • self-destructive • school dropout
Sexual Abuse	<ul style="list-style-type: none"> • torn, stained, or bloody underclothing • pain or itching in genital area • difficulty walking or sitting • bruises or bleeding in external genitalia • venereal disease • frequent urinary or yeast infection • withdrawal, chronic depression • excessive seductiveness • role reversal, overly concerned for siblings • poor self-esteem, self-devaluation, lack of confidence 	<ul style="list-style-type: none"> • peer problems, lack of involvement • massive weight change • suicide attempts • hysteria, lack of emotional control • sudden school difficulties • inappropriate sex play or premature understanding of sex • threatened by physical contact, closeness • promiscuity
Emotional Maltreatment	<ul style="list-style-type: none"> • speech disorders • delayed physical development • substance abuse • ulcers, asthma, severe allergies • habit disorders (sucking, rocking) • antisocial, destructive 	<ul style="list-style-type: none"> • neurotic traits • passive and aggressive—behavioral extremes • delinquent behavior • developmentally delayed

APPENDIX J: RESPONDING TO ISSUES OF ABUSE & SELF-HARM



For informational purposes, the following set of guidelines pertains to information that a Youth may wish to disclose to a Youth Worker:

1. If a Youth asks to talk with you (Youth Worker) at church, provide a room (with a window) in which to speak privately (see Rule of Permissive Windows).
2. Listen carefully to what the Youth tells you and respond in a supportive, nonjudgmental manner. Disclosing Abuse or thoughts of self-harm is a scary thing for persons of any age, and they need to know they are supported.
3. Do not appear frightened or disgusted by the Youth's story, since this may cause the Youth to stop talking or to believe you are upset with him or her.
4. In the case of Abuse, avoid asking leading questions. Examples of what you could say: "Can you tell me more?" "Is there anything you need to add?" Do not try to convince the Youth that the story isn't true or that it didn't happen the way he or she reports it did.
5. Do not attempt to assess the truthfulness of the Youth's disclosure—that will be for trained professionals to decide. Assure the Youth that you care about him/her and thank the Youth for sharing the information.
6. If Abuse, do not tell or suggest to the Youth that he or she has been abused.
7. Reassure the Youth that he or she did the right thing by telling you.
8. Do not promise complete confidentiality. Tell the Youth that you need to find help so the incident can be prevented from happening again (if Abuse) or so that safety can be assured (if suicide).
9. If Abuse, do not frighten the Youth by talking about police involvement or medical examinations to verify the complaint. Instead, share with the Youth that other people need to know what happened and that they will talk to him or her later.
10. Do not ask the Youth to show you any bruises, cuts, or abrasions that are beneath the Youth's underwear or clothing; observe only those bruises, cuts, or abrasions that are accessible.
11. If a Youth confides in you about Abuse or self-harm, seek to comfort the Youth, pray with the Youth, remind the Youth about the gospel, and report the conversation to the Pastor of Youth Ministry so that appropriate action can be taken. In the case of a report of Abuse, follow Section XV of the Youth Ministry Protection Policy concerning reporting.
12. If you feel comfortable doing so, speak to the Youth and offer support in the following weeks and months. Of particular importance is pointing the Youth to Scripture and the redeeming love of Christ.

APPENDIX K: CHURCH VAN AUTHORIZATION FORM



By signing my name below, I hereby acknowledge that I have watched the requisite training video(s) prior to driving the Church van and further acknowledge that I have no outstanding DUI, DWI, or moving violations and that I will promptly notify the Pastor of Youth Ministry if that changes:

Printed name: _____

Signature: _____

Date: _____

PLEASE RETURN this form in a sealed envelope and return to the Pastor of Youth Ministry.

FORM CHECKLIST FOR PARENTS

Before Youth can participate in a Youth Ministry Event off the property of the Capitol Hill Baptist Church building, two forms are required to be completed and on file with the Pastor of Youth Ministry:

- Organized Youth Activities Participation & Release Form
- Transportation Consent & Release Form

Before Youth can engage in an Organized One-on-One Youth Mentorship with a Youth Worker as defined in the CHBC Youth Ministry Protection Policy, an additional form is required to be completed and on file with the Pastor of Youth Ministry:

- Organized One-on-One Youth Mentorship Release Form



FORM CHECKLIST FOR YOUTH WORKERS

Before a Youth Worker can attend and/or participate in a Youth Ministry Event, the following forms must be completed and submitted to the Pastor of Youth Ministry:

- Youth Worker Application Form
- Electronic Communication, Retention, & Data Release Form

Upon the completion of each calendar year of service as a Youth Worker, a Youth Worker must complete the following form and submit it to the Pastor of Youth Ministry:

- Youth Worker Renewal Form
- Electronic Communication, Retention, & Data Release Form (if one is not already on file)

Prior to driving the Church van for purposes of Youth Ministry Events, a Youth Worker must complete van training and submit the following form to the Pastor of Youth Ministry:

- Church Van Authorization Form