

SAMPLE

The purpose of these policies are to provide a concise statement of administrative policies and procedures. The _____ Church of the Nazarene will be governed by and will adhere to the letter and spirit of the "Manual" of the Church of the Nazarene International. These policies are intended only as an extension to the "Manual" and will be reviewed by the official Church Board at the beginning of each new church year.

These policies will be set in three divisions:

- A) *The Church Ministry;*
- B) *The Church Ministering;* and
- C) *The Church Minister*

A. THE CHURCH MINISTRY

1) Revivals

Plans will be made to have 1-one week long revivals and 1-one weekend revival each year (as approved by the Evangelism & Membership Committee) and that the weekend meeting will be youth oriented. Note that these meetings are in addition to our supporting the Acadia Holiness Camp meeting.

Full time Evangelists will generally be called for our revivals and pay for each meeting will be as follows:

For Camp Meeting

\$1000 as our offering to the camp

For 1 week meetings held here at our church

Evangelist - \$1000 plus mileage one way, hotel and meals

Singers - \$1000 plus mileage one way, hotel and meals

For weekend meetings

Evangelist - \$250 plus mileage one way, hotel and meals

Singers - \$250 plus mileage one way, hotel and meals

2) Pulpit Supply

When needed, we will pay our pulpit supply (substitute ministers when our Pastor or Associate Pastor are unable to preach) as follows:

Sunday Services - \$50 per service plus mileage

Wednesday Services - \$25 per service plus mileage

3) Investing in others

With the best of our efforts the Church of the Nazarene will pay all of it's budgets in full and that 15% of all tithes and offerings each week be used for just that purpose and that all monies will be sent to the appropriate people in charge of those budgets.

B. THE CHURCH MINISTERING

1) Property & Buildings

a. **CHURCH FURNITURE:** Church members may borrow furniture from the church for special needs provided:

- 1] that no tables or chairs from the Sunday School Rooms are to be used, however; Fellowship Hall tables and chairs may be used;
- 2] all furniture is to be returned prior to the next service in which it is needed; and
- 3] all furniture is to be returned in the same condition that it was when borrowed.

b. **PIANO TUNING:** The pianos in the building will be tuned as needed and keyboards in Sanctuary will be repaired as needed.

c. **EMERGENCY NEEDS:** The Church Trustees have prior approval to spend up to \$150.00 for any emergency needs of the church building and property. (A list of our Trustees and who we call for emergencies is attached.)

d. **SPECIAL USE OF THE CHURCH BUILDING:** For weddings and special events the church building may be used under the following conditions:

- 1] That only bird seed be used and outdoors only.
- 2] That all candles be of the non-drip kind.
- 3] That anything broke, misplaced or stolen will be replaced.
- 4] That all food items should be consumed only in the "Fellowship Hall" areas.
- 5] That no smoking be allowed in the church buildings or alcoholic beverages be allowed on the church property.
- 6] That there will be no dancing in the church building.
- 7] That the following charges be assessed for non-regular attenders the church:

a. Use of the Building (Paid before the event to the church)

1. Church Sanctuary - \$75.00

2. Fellowship Hall - \$75.00

b. Janitor \$50.00 (Paid before the event to the church)

c. Pianist (other than your own) suggested - \$50 (Paid before the event to the pianist)

d. Organist (other than your own) suggested - \$50 (Paid before the event to the organist)

(Note: Church checks to be written to "Ebenezer Nazarene Church")

2) Financial

a. **TRAVEL EXPENSES:** In addition to motel expenses, those representing our church for special meetings, assemblies, etc. shall be reimbursed for their mileage at the current IRS allotted per mile and their meals at \$10/meal. The church board should be given a list of people traveling on church business at least 1 month prior to the travel date.

b. **SALARIES:** All salaries and contracts of church employees will be reviewed by the Church Trustees and set by the Church Board at the beginning of each

church year (for 1 year period).

c. **CONTRACTS:** Any agreements which obligate the church to pay for work done or services performed will be by written and signed agreement.

d. **CHURCH BUDGET:** The church board will adopt an operation budget each year (prior to the beginning of the new church year) to guide the expenditures of the church funds. All department heads and committees will be given expenditure authority by the church board when the budget is adopted. Unless otherwise specified, no more than 1/4 of any budget item will be spent in a given calendar quarter.

e. **SUNDAY SALES:** No sales of any merchandise will take place on the church premises on Sundays.

f. **MISC. SPENDING:** The Pastor has prior approval to spend up to \$100.00 for church items, office items or janitorial items when needed provided discretion is used. As stated above, the Church Trustees have prior approval to spend up to \$150 for any emergency needs for the building or grounds. The Church Stewards also have prior approval to spend up to \$100.00 for areas within their ministry (ie. needy, flowers, funeral items).

3) Miscellaneous

a. **CHURCH BOARD MEETINGS:** The Church Board will meet on a regular monthly basis. The set meeting time, unless otherwise stated, will be the 2nd Sunday of the month, in the afternoon before the evening service. All Board Members agree to consistent and regular attendance at all regularly scheduled and specially called meetings.

b. **CHURCH DRESS CODE:** Modest dress is a must (See Manual). We urge that direction and/or advice be appropriately given by those responsible for the church activity.

c. **CHURCH SPONSORED BALL TEAMS:** Our church will not sponsor a ball team or use it's name as a team name for any ball team.

d. **NURSERY POLICY:** See attached.

e. **JANITORIAL DUTIES:** See attached.

f. **LAWN CARE:** All grass, shrubs and edging is to be kept manicured as needed. All sidewalks are to be swept and kept clean as much as possible.

g. **SEXUAL MISCONDUCT POLICIES:** See attached.

C. THE CHURCH MINISTERS

The purpose of this section is to provide a mutual understanding between the pastor and the people of specific administrative plans.

1) Benefits

a. **SALARY:** The salary of the Pastor and Associate Pastor is established on a per-week basis and will normally be paid on Sunday in consideration of services for the preceding week. The salary rate shall be reviewed by the budget committee and Church Trustees and set by the Church Board and shall be reviewed once each year. One extra week salary will be given as a Christmas bonus to the Pastor and Associate Pastor.

b. **SOCIAL SECURITY:** The pastor shall be paid an amount of money equal to 100% of the Social Security due as based upon the cash benefits

(salary & housing allowance). Payments shall be made prior to due date.

c. UTILITIES: (For the pastor) All utilities and service charges will be provided. Base telephone rates and church related long distance rates will be paid by the church. The pastor will be held responsible for his personal long distance calls & any additional phone lines brought into the parsonage, unless otherwise approved by the Church Board.

d. HOUSING ALLOWANCE: (for the Pastor) The housing allowance shall be calculated on a monthly basis thus: Upkeep & Utilities = \$100.00 & rental allowance = \$300.00 making a total of \$400.00 per month. The church provides a house for the Pastor and his family. The Pastor is expected to take reasonable care of the house and property. The Pastor is responsible for personal damages. The church will pay for other (normal) repairs and replacements. The Pastor should advise the board of any remodeling or repairs that are needed. No pets are to be kept in the parsonage.

e. MILEAGE REIMBURSEMENT: The church will reimburse the Pastor for local church related travel at a rate equal to IRS approved/per mile. The total mileage expense shall not exceed \$400.00 per month (or \$100 per week). The church will reimburse the Associate Pastor for local church related travel at a rate equal to IRS approved/per mile. The total mileage expense shall not exceed \$100.00 per month (or \$25 per week). For out of area mileage expenses, the Pastor and Associate Pastor will turn in separate expense statements to the board for approval. Payment will be issued upon receiving receipts. District travel expenses will be paid to the Pastor & Associate Pastor if the district is not paying the expense.

f. VACATIONS: Based upon the assembly year, the Pastor and Associate Pastor will be given vacation in accordance with the Louisiana District policy guidelines. The Pastor and Associate Pastor will notify the church board at the board meeting prior to the vacation period.

g. REVIVALS: The Pastor and Associate Pastor may be given a maximum of two weeks during the year upon his request to hold revivals outside this church. These two weeks will include two Sundays and may be taken at one time or divided into two periods. The salary paid by this church shall neither be interrupted nor reduced during this period. It shall be the pastor's responsibility to provide the pulpit supply and to pay any cost incurred for this supply. The church will pay for pulpit supply when the Pastor is on vacation or at district or assembly functions.

2) Special Notes

a. SPECIAL MEETINGS: The board recommends that the pastor and wife take advantage of special meetings provided by the Louisiana District, General Church, etc. (Evangelism conferences, General Assembly, etc.) This time will definitely be allotted in addition to both outside revivals and personal vacation. The board feels that the church, as well as the pastor, benefits greatly from these special meetings.

b. CAMPS: The board requests that the pastor give consideration to the needs of the church before planning to attend summer camps, but is given

permission to fulfill his district obligation to serve in one of the camps provided.

c. PRESET WEEKENDS OFF: The Church Board desires the best health and welfare of our Pastor and therefore requires that he and his wife take one weekend off every month there are five Sundays. The Associate Pastor will fill in for that weekend. The Pastor is to give the Church Board Secretary a phone number where he can be contacted in case of emergency.

d. PERSONAL RETREAT: The Church Board desires that each year the Pastor take 3-5 days (in a row) off for a personal retreat of spiritual focus and reflection. We ask that he take this time by himself and make this time of spiritual renewal for his own soul. The Associate Pastor will fill in during this time and be responsible during any emergencies, etc.

e. NOTIFICATION BY PASTOR OR ASSOCIATE: The board requests that the Pastor or Associate Pastor, when planning to be out of town, always notify the church secretary as to where and how he may be located, in case of emergencies.

f. SECULAR EMPLOYMENT: The board requests that the pastor not accept secular employment.

g. ENTERTAINMENT: The entertainment of evangelists will be worked out on an individual basis. If the parsonage is used, an additional amount of money, as determined by the board, will normally be paid to offset the extra cost of said entertainment.

NURSERY POLICY

For the protection of the nursery personnel and the other babies, no one, other than the nursery attendant, is allowed in the nursery.

1. The nursery supervisor has been appointed by the church board. She or her designated representative is in complete charge of the nursery at all times.
2. Only the supervisor and authorized personnel are allowed in the nursery. Mothers may be in the nursery for nursing purposes or to calm their baby.
3. The nursery attendant shall see that the nursery policy is enforced.
4. All items belonging to the child should be marked with the child's name. Examples: diaper bag, coat, sweater, bibles, etc.
5. Parents should bring extra diapers - just in case.
6. No one may leave a child in the nursery for any reason other than for attending a church service or church related function. This is not a baby-sitting service.

7. Parents should not return to the nursery for any reason except to pick up a child. If a need arises in the nursery, parents will be notified.
8. Children should be picked up by the parents or other responsible adult. Older children including brothers and sisters will not be allowed to pick up a child unless specifically authorized by a parent to do so.
9. Parents should pick up their children as soon as possible after the service or function is over.
10. The nursery attendant will accept children who have not reached their second birthday.
11. Children should be left at the door and picked up at the door.
12. We ask that no sick children be brought to the nursery, please.

THIS POLICY IS FOR THE PROTECTION AND COMFORT OF YOU AND YOUR CHILDREN. YOU ARE ASKED TO PLEASE COMPLY. IF SPECIAL NEEDS ARISE OR CHANGES NEED TO BE MADE, LET US KNOW. THANKS.

JANITORIAL DUTIES

FELLOWSHIP HALL SIDE

(Fellowship Hall, Kitchen, 2 Bathrooms, hallway & 3 SS Classrooms, patio behind Fellowship Hall)

I. WEEKLY TASKS

A. To be accomplished every week:

1) Fellowship Hall

- a. empty all trash cans & replace with new liner
- b. sweep as needed & straighten chair and tables
- c. vacuum platform as needed
- d. clean glass doors inside and out as needed
- e. eliminate all spider webs

2) Kitchen

- a. empty all trash cans & replace with new liner
- b. wipe off all counter tops, oven, microwave, sinks, and refrigerator
- c. wash any dishes as needed
- d. sweep and mop floor as needed
- e. eliminate all spider webs

3) Bathrooms

- a. clean toilets and sinks
- b. check paper supplies (toilet paper and towels)
- c. mop floors
- d. clean mirrors

- e. eliminate all spider webs
- 4) Classrooms
 - a. empty all trash cans
 - b. sweep as needed & straighten chair and tables
 - c. eliminate all spider webs
- 5) Hallway
 - a. sweep & mop as needed
 - b. eliminate all spider webs
- 6) Patio behind Fellowship Hall
 - a. sweep and pick up trash as needed

II. MONTHLY TASKS

A. To be accomplished once a month:

- 1) Fellowship Hall
 - a. mop floor completely *
 - b. clean all windows and window ledges
- 2) Kitchen
 - a. mop floor completely
 - b. clean window and window ledge
 - c. straighten out pantry
- 3) Bathrooms
 - a. mop floors completely
- 4) Classrooms
 - a. mop floors completely*
 - b. clean windows and window ledge
- 5) Hallway
 - a. mop floor completely

* = notify pastor ahead of time so tables, chairs, etc. can be removed & so that we can wax afterward if needed.

Notes:

- 1) Any supplies needed will be reimbursed (only with a receipt)
- 2) Trustees recommend that janitors be hired by the board each year (April 1-March 31), on a one-year contract.

JANITORIAL DUTIES

SANCTUARY SIDE

(Sanctuary, Overflow, SS office, Choir room, 2- bathrooms, Foyer, Nursery, hallway, and seven classrooms)

I. WEEKLY TASKS

A. To be accomplished every week:

- 1) Sanctuary including choir loft, overflow, SS office and Choir Room

- a. empty all trash cans & replace with new liner
 - b. vacuum all carpet and sweep all tile (mop as needed)
 - c. straighten up all furniture as needed
 - d. pick up any trash in the pews and book holders
 - e. nursery glass
 - f. eliminate all spider webs
- 2) Foyer
- a. vacuum all carpet
 - b. pick up or empty any trash, etc.
 - c. eliminate all spider webs
 - d. clean all glass doors
- 3) Bathrooms
- a. clean toilets and sinks
 - b. check paper supplies (toilet paper and towels)
 - c. mop floors
 - d. clean mirrors
 - e. eliminate all spider webs
- 4) Classrooms & Nursery
- a. empty all trash cans
 - b. sweep as needed & straighten chair and tables
 - c. clean nursery glass
 - d. eliminate all spider webs
- 5) Hallway
- a. sweep & mop as needed
 - b. clean drinking fountains and splash guards
 - c. eliminate all spider webs
- 6) Offices
- a. Sweep as needed
 - b. Empty all trash cans
 - c. Eliminate all spider webs

II. MONTHLY TASKS

A. To be accomplished once a month:

- 1) Sanctuary including choir loft, overflow, SS office and Choir Room
 - a. clean all windows and window ledges
 - b. wipe down all woodwork
- 2) Foyer
 - a. N/A
- 3) Bathrooms
 - a. clean windows and window ledges
- 4) Classrooms & Nursery
 - a. mop floors every three months
 - b. clean windows and window ledges
- 5) Hallway
 - a. mop floor completely

* = notify pastor ahead of time so tables, chairs, etc. can be removed & so that we can wax afterward if needed.

Notes:

- 1) Any supplies needed will be reimbursed (only with a receipt)
- 2) Trustees recommend that janitors be hired by the board each year (April 1-March 31), on a one-year contract.

CHURCH VAN POLICIES

1. ANY CHURCH CLASS OR GROUP MAY USE THE CHURCH VAN FOR ANY AUTHORIZED TRIP, SUCH AS:

- A. LOCAL & DISTRICT NYI FUNCTIONS
- B. LOCAL & DISTRICT SUNDAY SCHOOL FUNCTIONS & CLASS TRIPS
- C. LOCAL & DISTRICT NMI FUNCTIONS
- D. LOCAL & DISTRICT CHILDREN'S OR TODDLER'S CHURCH TRIPS
- D. LOCAL & DISTRICT LADIES MINISTRY TRIPS
- E. LOCAL & DISTRICT RETREATS
- F. DISTRICT CAMPS
- G. DISTRICT CONVENTIONS
- H. OUTREACH PROGRAMS
- I. SUNDAY SCHOOL ROUTES
- J. LOCAL & DISTRICT NMI TRIPS

2. THE DRIVER MUST HAVE A CHAUFFEUR'S LICENSE, BE 25-65 YEARS, HAVE NO ACCIDENTS CHARGED TO THEIR INSURANCE IN THE PAST 3 YEARS, NO MORE THAN ONE TRAFFIC TICKET IN THE PAST 36 MONTHS AND MUST BE APPROVED BY THE CHURCH BOARD AND INSURANCE COMPANY.

3. BEFORE STARTING ENGINE ON EACH TRIP, THE DRIVER MUST CHECK ALL FLUIDS SUCH AS THE OIL, ANTIFREEZE, ETC. AND CHECK THE CONDITION OF THE TIRES, AS WELL.

4. THE INDIVIDUAL OR GROUP USING THE VAN WILL BE RESPONSIBLE FOR RETURNING THE VAN WITH THE FUEL TANK FULL AND THE VAN CLEANED UP ON THE INSIDE.

- A. FOR ALL DISTRICT SPONSORED TRIPS, THE CHURCH WILL PAY FOR THE FUEL
- B. FOR ANY OTHER TRIPS, THE DRIVER IS RESPONSIBLE TO RAISE FUNDS FROM ALL THE RIDERS TO PAY FOR THE FUEL USED.

5. A MILEAGE LOG WILL BE KEPT IN THE VAN AND A RECORD WILL BE KEPT OF EVERY TRIP AND MAINTENANCE.

6. ANY LOCAL CHURCH GROUP WISHING TO USE THE VAN SHOULD MAKE A REQUEST TO THE PASTOR AT LEAST ONE WEEK IN ADVANCE IF POSSIBLE.

7. THE PASTOR MAY USE THE VAN IF NECESSARY TO TRAVEL TO A DISTRICT RELATED MEETING.

8. THE TRUSTEES WILL BE RESPONSIBLE TO SEE THAT THE OIL IS CHANGED EACH 5000 MILES AND THAT ALL OTHER NECESSARY REPAIRS ARE MADE AS NEEDED.

9. IN CASE OF AN ACCIDENT OR VAN MECHANICAL PROBLEMS, THE DRIVER SHOULD CALL ONE OF THE TRUSTEES TO REPORT THE PROBLEM:

TRUSTEES:

Name (Phone), Name (Phone), Name (Phone),
Name (Phone), Name (Phone),

10. NO OUTSIDE GROUPS ARE TO USE THE VAN IN ANY CIRCUMSTANCES, THIS DUE TO INSURANCE CONCERNS.

EMERGENCIES

1) Remember to contact all trustees when there is problem on the property or in the building.

Name (Phone),
Name (Phone),
Name (Phone),
Name (Phone),
Name (Phone),

2) Trustees have been pre-approved to spend up to \$150.00 for minor problems.

3) Emergency numbers we use:

- a) Air conditioning/heating - Name (Phone)
- b) Water/plumbing - Name (Phone)
- c) Gas - Name (Phone) or Name (Phone)
- d) Glass/windows - Name - Name (Phone)
- e) Electrical - Name (Phone)
- f) Name Water Conditioning (Phone)
- g) Van work - as per board
- h) Foundation repair - Name (Phone)
- i) Major electricity problems - Name (Phone)
- j) Bugs - Name (Phone)
- k) Accounts that we have:
 - A) Name
 - B) Name
 - C) Name

- D) Name
- E) Name

SEXUAL MISCONDUCT PREVENTION POLICY AND PROCEDURES

for the

_____r
Church Of The Nazarene

(as adopted by the Church Board _____)

Due

to the increase in allegations against religious institutions, it is necessary for the _____ Church Of The Nazarene to adopt procedures to reduce our risk of an allegation of Sexual Misconduct/Abuse involving District youth. This action ensures that we have a plan to reduce the risk of an incident of misconduct, and a procedure to properly respond to an allegation of misconduct.

1. **All youth workers, paid and volunteer, will be required to read these policies/procedures and complete/sign the attached *Application.** The application will be retained in a confidential file by the Pastor as long as the worker is active with the Church, and up to five (5) years after the worker leaves the District.
2. **Each youth workers application will be reviewed by the Pastor and/or appropriate governing committee. This will be done to ensure suitability for youth work based on the information provided by the worker on the application. References will be checked.**
3. **Each youth worker must follow the directives in this written prevention policy or they will not be allowed to work with our youth.**

A. All youth workers will be given a copy of these guidelines and will be asked to sign

and return a copy indicating their willingness to abide by these procedures.

B. All youth workers will be required to attend a training/orientation session before assuming a youth worker position.

C. New members desiring to work with Church youth will be required to wait **6 months** before assuming responsibilities with children/youth, and then only after they have completed the Youth Worker Application and participated in a training/orientation session.

***Application consists of: 1) Sexual Misconduct Prevention Policy and Procedures
2) Application for Youth Work (2 pages)
3) Applicant's Statement
4) Reference Contact Form**

4. **No youth worker will be allowed to spank or use any form of discipline, including restraint, that may hurt a child.** Uncontrollable children will be returned to their parents, guardian, or whomever brought them to the activity.

5. **Youth workers should not permit a situation where they are alone with any child. The two-adult rule should be strictly followed.**

Enforcement of the two-adult rule not only protects the innocence of our church youth, but also reduces the chance of a lone adult being falsely accused!

6. **Never touch a child in their private area.** If it is necessary to change a child's clothes/diaper, always have a parent present or another adult co-worker.

7. **Never leave children unsupervised.** If you must leave the room, even if only briefly, arrange for a parent or co-worker to stay with the children until you return.

8. **If a child sustains any type of injury, immediately inform the parents and the Pastor or the person in charge of the event of the circumstances.**

9. **Never place a child or teenager (under age of 19) in a supervisory role over younger children.**

10. **Procedures for off-premise activities:** (*trips, conventions, conferences, recreation, concerts*)

A. All children participating in off-premise activities will be required to stay in assigned groups and never allowed to wander alone.

B. Parents will be required to sign a PARENTAL PERMISSION SLIP before their child can participate in an off-premise activities

C. Upon return from an off-premise activity, children will not be allowed to leave with someone (other than their parents) without written permission from parents.

D. The Church will require a minimum adult-to-youth ratio of 1:10, and enforcement of the two-adult rule.

11. **The church CANNOT assume responsibility for transporting youth to and from church-sponsored activities, even with parental permission, if it involves a one-on-one possibility.**

12. **Report suspicious behavior immediately to church leaders.**

IF YOU FEEL UNCOMFORTABLE SEEING ANY BEHAVIOR BETWEEN A YOUTH WORKER AND A YOUTH, IT IS PROBABLY INAPPROPRIATE AND NEEDS TO BE REPORTED. REPORTING SUCH INCIDENTS REFLECTS A CARING, CHRISTIAN CONCERN FOR ALL THOSE INVOLVED. ALL REPORTS WILL BE HANDLED WITH THE UTMOST CARE TO PROTECT THE PRIVACY AND DIGNITY OF THOSE INVOLVED.

13. **Procedures for reporting:**

- A. Reports will be made to the Pastor.
- B. Prompt warning will be given and documented when deemed appropriate by the Pastor. Stricter supervision of the worker will be implemented immediately.
- C. Any second warning will result in termination of the worker from their youth worker duties.
- D. The Church will never attempt to cover up or minimize any allegation of misconduct by its employees or volunteers.
- E. When the allegation concerns the Pastor, the report will be made to the District Supt.
- F. Upon investigation of an alleged incident, and if probable cause exist, the pastor will report such incident to the proper legal authorities (the Parish Sheriffs Dept and/or Parish Child Welfare Office).

14. **In the event of an allegation, the District Superintendent shall be the official and sole spokesperson to the news media and authorities.** In a case of the Pastor, the District Supt. will be the "official spokesperson" until the pastor returns.

15. The District requires a signed release (attached APPLICANTS STATEMENT) for all ***paid employees*** and all ***volunteers involved with overnight activities or one-on-one counseling activities*** of our preschool, children or youth. The signed release authorizes our District to complete a criminal background check on these individuals. We **will** complete a criminal background check on those individuals noted above and we **may** complete a criminal background check on other volunteer workers as warranted.

APPLICATION FOR YOUTH WORK

FOR

Church Of The Nazarene

This application must be completed by all applicants for any position involving the supervision or custody of minors. This is not an employment application. It is being used to help the church provide a safe and secure environment for preschoolers, children, and youth who participate in our programs and use our facilities.

DATE: _____ LAST NAME: _____

FIRST NAME MIDDLE NAME *SOCIAL SECURITY NO.

STREET ADDRESS CITY STATE ZIP

BIRTH DATE DATE AVAILABLE TO BEGIN WORK

MARITAL STATUS NUMBER OF CHILDREN

REFERENCES:

NAME ADDRESS PHONE NUMBER

NAME ADDRESS PHONE NUMBER

NAME ADDRESS PHONE NUMBER

*Required

Rev. 01-13-04

Have you ever been charged with, indicted for, or pled guilty to a crime?

YES _____ NO _____ If yes, please explain (*if you prefer you may discuss this in private with the pastor*) _____

Is there any reason, including those that are physical or mental health related, that might keep you from effectively working with children or might cause a child potential harm?

YES _____ NO _____ If yes, please explain (*if you prefer you may discuss this in private with the pastor*) _____

Have you ever been charged with, indicted for, or pled guilty to an action prohibited by the Louisiana Children=s Code, or other similar code in any state?

YES _____ NO _____ If yes, please explain (*if you prefer you may discuss this in private with the pastor*) _____

Do you have a current driver=s license? YES _____ NO _____

If yes, Driver=s License Number and State _____

Have you ever been known by any other name? YES _____ NO _____ (please list all other names including maiden name): _____

Name of Church of which you are currently a member: _____

Other churches (Name and Address) you have attended regularly in the past five (5) years: _____

If you were personally a victim of child abuse, we require that you make this information known to the minister under whose leadership you will serve. Admitting you were a victim will not automatically disqualify you from service. Your confidence will be respected and appreciated.

APPLICANTS STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application or any that you may develop to give you any information (including opinions) that they may have regarding my character and fitness for preschool, children, or youth work. I authorize you to collect from law enforcement agencies any record of arrest(s) and/or conviction(s) contained in their files, or any criminal file maintained on me whether local, state, or national. In consideration of the receipt and evaluation of this application by _____ Church Of The Nazarene, I hereby release any individual, church, youth organization, charity, employer, reference, law enforcement agency, or any other person or organization,

including record custodians, both collectively and individually, from any and all liability for damages or whatever kind or nature which may at any time result to me, my heirs or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws and policies of The Church Of The Nazarene and refrain from unscriptural conduct in the performance of my service on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

I have further received and read the attached SEXUAL MISCONDUCT/ABUSE PREVENTION POLICY AND PROCEDURES of _____ Church Of The Nazarene and I agree to uphold and enforce these policies.

APPLICANT SIGNATURE _____

DATE _____

WITNESS SIGNATURE _____

DATE _____

Applicant: As a part of your screening/criminal background check, this is the information that will be gathered before you will be able to perform duties as a children's or youth worker.

Note: This form to be filled in by authorized District personnel ONLY.

REFERENCE CONTACT FORM

<p>RECORD OF CONTACT WITH A REFERENCE OR CHURCH</p> <p>FOR</p> <p>_____ <i>Church Of The Nazarene</i></p>
--

"CONFIDENTIAL"

Name of Applicant: _____

Reference or Church contacted (if a church, identify both the church and person or minister contacted) _____

Date and Time of Contact _____

Person contacting the reference or church _____

Method of contact (e.g. phone, letter, personal conversation) _____

Summary of Conversation (summarize the reference=s or minister=s remarks concerning the applicants fitness and suitability for preschool, youth, or children=s work): _____

Legible Signature

Position

Date

“CONFIDENTIAL”