
**POLICIES & PROCEDURES FOR
VOLUNTEER & PAID STAFF
WORKING WITH MINORS
AT
FIRST BAPTIST CHURCH
OF
TULSA, OK**

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INDEX

Cover Letter	ii
Introduction	iii
Policies	
Physical Interactions.....	1
Verbal Interactions.....	2
Electronic Communications.....	3
Gift Giving	4
Interactions Outside of Regularly Scheduled Program Activities	5
Monitoring and Supervision	6
Procedures for Responding to Abuse	
Reports of Suspicious of Inappropriate Behaviors	7-8
Allegation or Incident of Suspected Abuse	9
Inappropriate Student-to-Student Interactions and Abuse	10-11
FBC’s Staff Supervisors & Pertinent Phone Numbers.....	12
Hiring Process	
FBC Application Form (to be signed, copied and returned)	13-14
Code of Conduct (copy to be kept by staff/volunteer).	15-16
Code of Conduct (copy to be returned to supervisor).	17-18
Interview Questions.....	19
Personal Reference Form	20-21
Professional Reference Form	22-23

Dear Volunteer,

Jesus invited the children to come to him.

This ancient invitation of Christ continues to influence the modern mission of the church as we reach the next generation of students with the love of God.

It is our responsibility to keep our children safe and to do everything in our power to steward every young life under our care. These policies and procedures are intended to better equip our volunteers to better serve our children.

May you glorify God by serving as a volunteer who honors Jesus by honoring children.

10,000 Blessings,

Deron

INTRODUCTION

Thank you for your desire and heart to minister to children and students at First Baptist Church of Tulsa. In our ever-changing culture it is important that FBC provide a place that is safe for all minors and their families.

First Baptist is committed to helping all volunteers and staff understand and use appropriate measures when working with minors as outlined in this document.

First Baptist Church of Tulsa does not tolerate the abuse of a minor in any way. We encourage adults to use wisdom and discretion when working with minors. We also ask that any account of abuse or neglect be reported immediately to the 24-hour Oklahoma Child Abuse Hotline (1-800-522-3511) and to your supervisor or pastoral staff. Any person who may pose a threat to minors will be prohibited from working in any ministry involving minors. All reports of suspicious or inappropriate behavior with minors or allegation of abuse will be taken seriously.

This manual is written to help you as you work with minors. Please take time to read through our policies and apply to your area of ministry. We ask that you understand our Procedures for Responding to Abuse and keep the phone numbers in this manual available to you. Lastly we ask you read, sign, and date the Code of Conduct form outlined in the back of this manual. Please return one signed copy back to your ministry supervisor. Also please fill out the First Baptist Tulsa Application Form. This application is our authorization to complete an annual background check. All staff, regardless of position, and all volunteers working with minors are required to complete this screening process.

Thank you again for choosing to minister to children and students at First Baptist Church of Tulsa.

FBC Tulsa Educational Staff,

Dave McPherson, Minister of Discipleship

Matt McClure, Minister to Students

Sabrina Thomson, Minister to Preschool

Debbie Thompson, Minister to Children

Grant Collins, Associate Minister to Students

Kala Churchwell, Associate Minister of Preschool

POLICIES

Defining Appropriate and Inappropriate Physical Interactions Between Staff/Volunteers and Minors

Two screened adults are required to be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving minors (“Two-Adult Rule). For the times when this precaution cannot be supported, at least three individuals (at least one being a screened adult) are required to be present (Rule of Three).

Early Childhood and Preschool: Some physical interactions, including hand holding and lap sitting, may be acceptable with children in early childhood and preschool classrooms but would not be appropriate with school-aged children. Supervisors should identify for staff/volunteers what types of physical contact are appropriate and inappropriate for different age programs, as well as make this information available to both parents and minors.

- **Appropriate Displays of Interactions:**Side hugs.
- Shoulder to shoulder or “temple” hugs.
- Pats on the shoulder or back.
- Handshakes.
- “High-fives” and hand slapping.
- Verbal praise.
- Pats on the head when culturally appropriate.
- Touching hands, faces, shoulders, and arms.
- Arms around shoulders.
- Holding hands (with young children in escorting situations)

Inappropriate Displays of Interactions:

- Full frontal hugs.
- Kissing
- Touching bottoms, chests, or genital areas.
- Showing affection in isolated areas of the building, such as closets, staff only areas, or other private rooms.
- Staff/volunteers sleeping in bed with a minor.
- Lap sitting with school-aged minors
- Touching knees or legs.
- Wrestling with minors.
- Piggyback rides.
- Tickling.
- Allowing a minor to cling to a staff/volunteer’s leg.
- Any type of massage given to/by a minor to/by a staff or volunteer.
- Any form of affection that is unwanted by the staff/volunteer or minor.
- Compliments that relate to physique or body development.

Defining Appropriate and Inappropriate Verbal Interactions Between Staff/Volunteers and Minors

Appropriate Verbal Interactions:

- Positive reinforcement.
- Appropriate jokes.
- Encouragement.
- Praise.

Inappropriate Verbal Interactions:

- Name calling.
- Discussing sexual encounters or in any way involving minor in the personal problems or issues of staff.
- Telling secrets.
- Cursing.
- Telling off color or sexualized jokes.
- Shaming.
- Belittling.
- Derogatory remarks.
- Harsh language that may frighten, threaten, or humiliate minor.
- Making derogatory remarks about the minor or about their family

Defining Appropriate and Inappropriate Electronic Communications Between Staff/Volunteers and Minors

Children and Preschool Ministry

All children and preschool volunteers and staff are prohibited from engaging in any form of personal electronic communication with minors. This includes, but is not limited to, social networking websites like Facebook, Instagram, Twitter, Snapchat, and WhatsApp, instant messaging, texting and email.

Student Ministry

While we understand that electronic communication with minors comes with certain inherent challenges, we also recognize its value when working specifically with teenagers. With this in mind, it is the policy of First Baptist Church Tulsa to allow student ministry volunteers and staff to communicate electronically with junior high and high school students so long as it is not done in a private manner. All communication must be presented in an open format and accessible to the student ministry staff. For example, texting must be done in a group format that includes at least two adults, which may include staff and/or parents, and Facebook messages must copy the student ministry office. Direct messaging on any social networking platform without including another adult in the communication is strictly prohibited. Staff and volunteers are encouraged to maintain private social networking profiles which minors cannot access and may not request to be friends with or approve friend requests from minors.

Staff/volunteers may not use personal electronic communication devices to contact (via voice, text, or pictures/video) minors for personal and/or inappropriate reasons. Staff/volunteers may not engage in sexually oriented communication with minors. Staff/volunteers should also refrain from posting pictures of minors on social media sites unless parents have signed a Media Release.

While assigned to work with minors, staff are not permitted to use electronic communications devices except during approved breaks and emergency situations, or as explicitly directed by supervisors during field trips and off-site programs.

FBC Tulsa encourages all adult volunteers and staff to be thoughtful and use appropriate content when communicating with minors, remembering to exercise diligence and maturity in these areas.

FBC Tulsa reserves the right to remove any staff/volunteers from their position working with minors if they do not adhere to the electronic communication policy.

Gift Giving

Staff and volunteers should only give gifts to groups of minors, and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents must be notified.

Procedures Governing Interactions Between Staff/Volunteers and Minors Outside of Regularly Scheduled Program Activities

Staff/volunteers are required to submit in writing any plans for contact with minors outside regular programs or church facilities. The plan should include the date, time, activity, and names of minors involved. Supervisors should identify for staff/volunteers what types of outside contact are appropriate and inappropriate. Staff/volunteers should have parents' permission prior to engaging in outside contact with the minor.

Examples of Appropriate Outside Contact:

- Taking groups of minors out for dinner.
- Taking groups of minors out to a movie.
- Taking groups of minors to a sporting activity.

Example of Inappropriate Outside Contact:

- Taking one minor on an outing without the guardian's or FBC's written permission.
- Entertaining one minor in the home of a staff/volunteer.
- Individual minor spending the night with a staff/volunteer.
- Visiting a minor in his/her home without a parent present.

All staff/volunteers should wear nametags or identifying clothing so that minors can easily recognize them.

Minors must remain in line-of-site of staff and volunteers at all times, especially when in mixed-age groups. Staff/volunteers will maintain a minimum adult to minor ratio. Ensure some form of attendance or “roll call” is taken periodically.

Authorized & unauthorized areas

Set boundaries on site. Tell minors where they can and cannot go.

1. Staff/volunteers must routinely monitor the campus, with particular attention to out-of-the-way or “unauthorized” locations, such as bathrooms, unused rooms, and stairwells.
2. Supervision standards for authorized areas:
 - a. Determine how frequently authorized areas should be monitored by staff.
 - b. Assign staff specific supervision responsibilities over authorized areas (zone monitoring)
 - c. Require staff to record when they monitor authorized areas: this may be accomplished by using checklists.

Bathroom Activities

When supervising restroom use, staff should first quickly scan the bathroom before allowing minors to enter.

1. For “Group Bathroom Breaks”:
 - a. Staff/volunteers should take groups of two or more minors to the bathroom – following the “rule of three” or more.
 - b. If the bathroom only has one stall, only one minor should enter the restroom while the others wait outside with staff.
 - c. If there are multiple stalls, only send in as many minors as there are stalls.
 - d. Minimize minors of different ages using the bathroom at the same time.
 - e. Staff should stand outside the bathroom door but remain within earshot.
2. For single use restrooms:
 - a. Require minors to ask permission to use the bathroom.
 - b. Staff should frequently check bathrooms.
3. Staff/volunteers are prohibited from using the bathroom at the same time as minors.
4. If assisting young children in the stalls, the staff should keep the door to the stall open.

Child Care

1. Attendance-staff will follow designated check in/out procedures & conduct frequent headcounts.
2. Staff will create and adhere to structured activity schedules which allow for more direct supervision.
3. Incident reports-staff will utilize a standard Incident Report Form to document any policy violation, behavioral incident, or unusual occurrences.
4. Diapering & toileting—utilize “rule of three” when accompanying minors to bathroom or during diapering; if assisting very young children in the bathroom, staff should keep the stall door open.

PROCEDURES FOR RESPONDING TO ABUSE

Responding to Reports of Suspicious or Inappropriate Behaviors

A. STAFF/VOLUNTEER RESPONSE

In the event that a staff/volunteer witnesses suspicious or inappropriate behaviors or policy violations from a co-worker, the staff/volunteer is instructed to do the following:

1. Interrupt the inappropriate behavior and remind the co-worker of the correct policy or procedure for interacting with minors.
2. Report the behavior to a supervisor. You may also call the FBC Main Phone at 918-587-1571 to make an anonymous report.
3. If no action is taken in response to the report, keep reporting to the same supervisor or to the next level of management.

B. SUPERVISOR RESPONSE

In the event that a supervisor receives a report of suspicious or inappropriate behaviors or policy violations from a staff/volunteer, the supervisor or administrator is instructed to do the following:

1. Determine the appropriate administrator to respond to the behavior.
2. Review the staff/volunteer's file and determine if similar complaints exist about the staff/volunteer.
3. Document the behavior and submit it to the appropriate supervisor.
4. Determine what action is required:
 - i. Increase monitoring or supervision of the staff/volunteer or program.
 - ii. Speak with the staff/volunteer.
 - iii. If appropriate, notify parents and/or legal guardians.
 - iv. Initiate the progressive disciplinary process. If policy violations with minors are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution.
 - v. Interview and/or survey others:
 - Co-workers.
 - Adult Members.
 - vi. Report concern to the next level of management.
 - vii. Conduct a formal internal incident review.
 - viii. If at any point a concern arises about possible abuse, contact the state authorities, including police and/or child protection, and file a report.
 - ix.
5. Follow-up with the staff/volunteer who reported the behavior to let the staff/volunteer know that the report is being taken seriously.

C. ORGANIZATIONAL RESPONSE

After the internal review of the suspicious or inappropriate behaviors or policy violations, the organization is instructed to do the following:

1. Review the need for additional supervision.
2. Review the need for revised policies or procedures.
3. Review the need for additional training.

Responding to Allegation or Incident of Suspected Abuse

Staff and volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously to the 24-hour Oklahoma Child Abuse Hotline (1-800-522-3511). A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

Mandatory Reporting Law in Oklahoma dictates that: “Every person having reason to believe that a child under age 18 is a victim of abuse or neglect shall report the matter promptly to the Department of Human Services. No privilege or contract shall relieve any person from the requirement of reporting pursuant to this section.”

In addition to reporting to state authorities, employees and volunteers are required to report any suspected or known abuse of students perpetrated by employees or volunteers directly to the program leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk.

A. STAFF/VOLUNTEER RESPONSE

1. Interrupt if witnessing.
2. Correctly respond to the person disclosing. Pay attention to the safety and comfort of the guest: Remain calm. Listen without blame, criticism, or judgment. Reassure the youth that he/she was correct to tell you. Document his/her exact words. Protect the youth from intimidation, retribution, or further abuse.
3. Follow organization policy.
 - i. Call authorities.
 - ii. Notify supervisors.
4. Document/write a statement of the incident. It is not your job to investigate the incident, but it IS your job to report the incident to your supervisor and follow all mandated reporting procedures in a timely manner.

B. SUPERVISOR RESPONSE

1. Suspend the accused. Remove from access to the minor.
2. Pull the staff file. Gather and document as much information about the allegation as you can.
3. Contact authorities and follow their recommendations.
 - i. If authorities request that you not do anything, proceed with internal follow-up and documentation. Communicate with the authorities as to the timing of the internal investigation.
 - ii. Notify your crisis management team and follow your crisis management plan.
4. Response to media: Inform Bobby Hart, Chief Operations Officer, and Deron Spoo, Senior Pastor.
5. Respond to the parent.

Responding to Inappropriate Peer to Peer Interactions and Abuse

A. PROHIBITED CONDUCT

Most serious incidents of peer to peer abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe.

Our program recognizes that the following interactions are high risk and should be prohibited:

1. Hazing
2. Bullying
3. Derogatory name-calling
4. Games of Truth or Dare or Never Have I Ever
5. Singling out one minor for different treatment.
6. Ridicule or humiliation.

Additionally, all sexual activity and sexualized behaviors concerning minors are prohibited including: inappropriate touching, exposed body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

B. STAFF/VOLUNTEER RESPONSE

In the event that a staff/volunteer witnesses peer to peer abuse or sexual behaviors regarding minors, the staff/volunteer is instructed to do the following:

1. Interrupt the abuse and separate the minors.
2. Calmly redirect the minors: explain what behavior was inappropriate and what behaviors are expected instead.
3. Report the activity to a supervisor.
4. Document the incident, including all known circumstances and individuals involved, necessary follow-up items, and future action items.
5. Follow your supervisors' instructions regarding notifying the authorities and informing the parents of the minors involved.

C. SUPERVISOR RESPONSE

In the event that a supervisor receives a report of peer to peer abuse, the supervisor is instructed to do the following:

1. Meet with staff who made the report & ensure minors are separated and appropriately supervised.
2. Determine the appropriate administrator to conduct the internal review of the incident.
3. Notify the guardians of all minors involved in the abuse.

4. Notify the authorities if required by the mandated reporting procedures.
5. Document the incident and the organization's response.
6. Determine if the minor exhibited similar behaviors in the past (review the minor's file, incident reports involving the minor, meet with the staff/volunteer(s))
7. Determine if the program has had similar incidents in the past.
8. Determine if the staff/volunteer on duty violated supervision procedures and if they have violated similar procedures in the past
9. Develop a written correction action or safety plan, including assessing the suitability of the program for the minors involved.
10. Alert others in the program, per "Reporting to Staff Supervisors" policy.

D. ORGANIZATIONAL RESPONSE

After the internal review of the peer to peer abuse, the organization is instructed to do the following:

1. Review the need for additional supervision
2. Review the need for revised policies or procedures
3. Review the need for additional training
4. Alert others in the organization

REPORTING TO STAFF SUPERVISORS

Report abuse immediately to the following appropriate supervisor:

		Office	Home or Cell
Preschool	Sabrina Thomson	918-594-5024	918- 527- 2123
	Kala Churchwell	918-594-5096	918- 625- 3932
Children	Debbie Thompson	918-594-5023	918- 691- 8900
Students	Matt McClure	918-594-5022	918- 809- 9556
	Grant Collins	918-594-5042	405- 694- 5142
Caring Centers	Mike Hart	918-594-5015	918- 998- 5998
Adults	Dave McPherson	918-594-5020	602- 980- 8653

FBC Main Phone 918-587-1571
(reports can be made anonymously)

CHILD ABUSE HOTLINE 1-800-522-3511

FIRST BAPTIST CHURCH, TULSA
APPLICATION FORM FOR WORKING WITH
MINORS

This form represents part of First Baptist Church’s efforts to provide a safe environment for minors who are involved in the various programs we offer and is to be completed by anyone who is in a position in which minors are taught or cared for in any way. This is not an employment application. The information you provide will be held in strict confidence and will not be disclosed beyond any reasonable, necessary, or legal requirement.

I. PERSONAL INFORMATION

Full legal name _____ Birth Date _____

Address _____

Home/Cell Phone # _____

Email Address _____

Have you ever used or been known by any aliases? _____

If so, what other name might you have gone by or been known by? _____

Why did you use an alias? _____

If you have not lived at your present address for five years or longer, please list prior address:

II. PRESENT EMPLOYMENT

Name of employer _____

Address _____

Starting Date _____ Does your work involve minors? _____

Type of work performed _____

Immediate Supervisor _____

III. PERSONAL QUESTIONS

During your lifetime, have you ever participated in, or been accused, convicted, or pleaded guilty or no contest to abuse or any sexual misconduct? YES _____ NO _____

If yes, please explain the nature of the charge or conviction (this information will be protected and kept confidential).

As a child or teenager, were you ever molested, abused, assaulted or subjected to a sex offense of any nature?

YES _____ NO _____

IV. CHURCH ACTIVITY

How long have you been a member of our Church? _____

List all previous church work involving minors:

Church Name/contact person	Complete Address	Service You Performed	Dates

List all previous non-church work involving minors

Organization/contact person	Address	Telephone Number

List three references with names, address, phone numbers, email address and position:

I hereby authorize First Baptist Church Tulsa to make an independent investigation of my background, references, past employment, adult criminal or police records, including multi-state criminal background and national sex offender registry checks, drug screens, and motor vehicle records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications to service now and, if applicable, during the tenure of my service with First Baptist Church Tulsa.

I release First Baptist Church, and any person or entity, which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any sources used.

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

Please sign name and date.

Make a copy for your records and return this copy to the Supervisor.

CODE OF CONDUCT

It is the desire of First Baptist Church Tulsa to provide the highest quality services available to our members. Our commitment as an organization is to create an environment for members that is safe, nurturing, empowering, and which promotes growth and success for the members who participate in our services. To clarify our vision of how this will be accomplished, the Code of Conduct outlines specific expectations of staff/volunteers as we strive to accomplish our mission together.

1. All members and guests will be treated with respect at all times.
2. Members and guests will be treated fairly regardless of race, sex, age, or religion.
3. Staff/Volunteers will not swear or tell off-color jokes.
4. Staff/Volunteers will not discuss with other members and guest their sexual relationships/encounters or in any way involve them in their personal problems or issues.
5. Staff/Volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of members and guests.
6. Staff/Volunteers will not have sexually oriented materials, including printed or internet pornography, in the presence of members and guests, or on FBC property or equipment.
7. Staff/Volunteers will not have secrets with members and guests.
8. Staff/Volunteers will dress conservatively and avoid wearing provocative and revealing attire including midriffs, tank tops, halter tops, short shorts, or short skirts.
9. Staff/Volunteers will not stare or comment on a member's or guest's body.
10. Staff/Volunteers will adhere to uniform standards of displaying affection, as well as physical and verbal interactions, as outlined by our organization.
11. Staff/Volunteers will avoid physical affection with minors that cannot be observed by others.
12. Staff/Volunteers are prohibited from working one-on-one with minors in a private setting.
13. Staff/Volunteers will not date or become romantically involved with minors.
14. Staff/Volunteers will comply with our organization's policies regarding interactions with minors outside of our programs.
15. Staff/Volunteers shall not abuse members or guests in any way including the following:
 - Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints
 - Verbal abuse:* degrading, threatening, cursing
 - Sexual abuse:* sexual contact with a minor, inappropriate touch, exposing oneself, sexually oriented conversations
 - Mental abuse:* shaming, humiliation, cruelty
 - Neglect:* withholding food, water, shelter

Any type of abuse will not be tolerated and will result in immediate dismissal from FBC Tulsa and FBC Tulsa will fully cooperate with authorities if allegations of abuse are made and investigated.

16. Staff/Volunteers will report concerns or complaints about FBC Tulsa staff/volunteers or members to the appropriate supervisor, who can be reached at their number listed on page 13 of these policies.

17. Staff/volunteers who work at FBC Tulsa may not have engaged in or been convicted of child abuse, indecency with a child, or injury to a child, and must notify FBC Tulsa if they are arrested or convicted of a crime while employed or engaged as a volunteer with this organization.

I have read the Code of Conduct and understand the items discussed. I understand that any violation of this Code of Conduct may result in my immediate dismissal.

I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or an adult and that I have never been convicted of these acts.

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Please sign name and date.

Keep this copy for your records.

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2. Members and guests will be treated fairly regardless of race, sex, age, or religion.
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4. Staff/Volunteers will not discuss with other members and guest their sexual relationships/encounters or in any way involve them in their personal problems or issues.
5. Staff/Volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of members and guests.
6. Staff/Volunteers will not have sexually oriented materials, including printed or internet pornography, in the presence of members and guests, or on FBC property or equipment.
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9. Staff/Volunteers will not stare or comment on a member's or guest's body.
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I have read the Code of Conduct and understand the items discussed. I understand that any violation of this Code of Conduct may result in my immediate dismissal.

I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or an adult and that I have never been convicted of these acts.

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Please sign name and date.

Keep this copy for your records.

HIRING/SELECTION PROCESS

Interview Questions

Questions for applicants for positions working with minors.

Applicant: _____ Date: _____

Interviewed: _____ Position Applied for: _____

1. Tell me why you are interested in this position.
2. With what age group would you prefer to work? Why?
3. Tell me about some of your hobbies or volunteer work.
4. Tell me about a time in your life when you had to quickly learn how to do something. What did you have to learn? How did you learn it? Did you use the new information?
5. Often in school or work, we're expected to adhere to policies that don't really make sense to us. Tell me about a time when you had to stick to a rule, even though it didn't seem reasonable. How did you handle that situation?
6. Give me an example of a time when a minor really tried your patience. Specifically, tell me what happened. How did you respond to that situation?
7. Describe the two most frustrating minor situations you have ever had to deal with and how you handled them.
8. Have you ever participated in, or been accused, convicted or pleaded guilty or no contest to abuse or any sexual misconduct?
9. Have you ever been convicted of or pleaded guilty or no contest to any criminal offense of any kind?
10. Describe a time when you were personally supportive and reassuring to a minor who needed a friend. How did you know the minor was in need? How did you show your support?
11. Tell me about a time when someone commended you for your good judgment and common sense. What was the situation and how did you handle it?
12. Tell me how you came to know Christ as your Savior.

Interviewer's Signature

Date

Personal Reference Form

Name of Applicant: _____

Date: _____

Name of Reference: _____

Address: _____

Phone Numbers: _____

Hello, my name is (your first and last name) with FBC Tulsa. (The applicant's first and last name) has applied for a position with us and said you would be a good person for us to talk with about him/her. Do you have a few minutes to talk with me now? I would like to start by letting you know that (the applicant's name) has applied for a position working with minors, and so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known (the applicant's name)?
2. What is your relationship to the applicant?
3. How would you rate the applicant's ability to work with and relate to minors?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

Can you give me an example of how the applicant relates to minors?

4. ~~We are looking for someone who can stay calm and in control, even under very frustrating~~ conditions with minors. How would you rate the applicant's ability to be patient and stay calm?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

5. Have you ever known the applicant to use harsh or abusive discipline with a minor?

6. Would you be comfortable placing one of your own family members in the care of the applicant? Why or why not?

7. What are the applicant's hobbies and recreational activities?

8. How would you rate the applicant's ability to relate to adults?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

Can you give me an example of how the applicant relates to adults?

9. We need a person who can be supportive and understanding of minors. How would you rate the applicant's ability to be genuinely supportive and understanding to a person in need?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

10. Think of a time when the applicant was able to show genuine concern for another person who needed comfort. Tell me about that time.

11. How would you rate the applicant's ability to maintain appropriate boundaries with minors?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

12. Do you have any additional comments or questions?

Thank you very much for your time.

Interviewer's Signature

Date

Professional Reference Form

Name of Applicant: _____ Date: _____

Name of Reference: _____

Address: _____

Phone Numbers: _____

Hello, my name is (your first and last name) with FBC Tulsa, (The applicant’s first and last name) has applied for a position with us and said you might be able to tell us about his/her previous work with minors. Is this a good time for you to talk with me? I would like to start by letting you know that (the applicant’s name) has applied for a position working with minors, and so it is extremely important for us to make sure that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known (the applicant’s name)? _____

2. How do you know (the applicant’s name)? _____

3. How would you rate applicant’s ability to learn new information and skills?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

Can you give me an example of when the applicant was able to learn something new and use it in his/her work?

4. We are looking for someone who will adhere to the standard policies of our organization. How would you rate the applicant’s ability to follow policies and procedures?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

5. Have you have observed the applicant working with other adults? ____ Yes ____ No

If yes, how would you rate the applicant’s ability to relate to other adults?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

6. Can you give me an example of how the applicant relates to other adults?

7. With what ages of minors have you observed the applicant working well (enjoying the work, being effective with the minors)?

8. With what ages of minors have you observed the applicant not working well (becoming frustrated, angry, resentful or non-productive)?

9. Are you aware of any reason why we should not allow this applicant to work with minors?

10. How would you rate the applicant's ability to use good judgment in normal conditions?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

11. How would you rate the applicant's ability to use good judgment in stressful conditions?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

Can you give me an example of when the applicant used good judgment?

12. Do you have any additional comments or questions?

Thank you very much for your time.

Interviewer's Signature

Date