

Creekside Community Church of Pincher Creek

Plan4Protection Administrative Manual

Version 1.0

Approved by Church Council on October 21, 2021

This Plan4Protection Administrative Manual is dedicated to Creekside Community Church staff and volunteers who are striving to prevent the abuse of children.

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Section A – Administrative Manual

1 Purpose

The purpose of this Plan4Protection Administrative Manual is to empower church leaders who are required to deal with child safety issues that are out of their area of expertise. This manual is to supplement the Plan4Protection Policy and Procedures, hereinafter called Plan4Protection Policy.

2 Screening of Volunteers and Staff Members (Ministry Personnel)

Staff and volunteers should fit the vision, culture and beliefs of Creekside Community Church of Pincher Creek, hereinafter called Creekside Community Church. For the protection of our children, youth and vulnerable adults, ministry personnel are to be committed to growing in every area of their lives through engaging in various practices and experiences that keep them connected to God and becoming more like Christ.

Ministry personnel are to be role models of integrity at all time. They are to refrain from activities that are illegal or could be considered morally and biblically questionable.

Churches must assess employees and volunteers before allowing them access to children. Thorough screenings may catch the most obvious or egregious offenders. Screening practices can also function as a deterrent, alerting would-be offenders of the church's vigilance and commitment to child safety. In many instances, an applicant seeking to abuse a child will look for an organization that provides easy access to children; churches with thorough screening procedures communicate that they are not such a place.

A thorough screening may not necessarily identify someone as a child abuser, as that is a difficult task, but it can help the church determine if the applicant is an appropriate fit for the position. Screening yields valuable information about potential employees and volunteers that enables churches to gauge whether they will uphold the church's values, work well with other employees and volunteers, follow the Plan4Protection Policy, report suspected abuse, and remain alert to potential threats against children.

These screening tools allow churches to examine applicants from several different perspectives, giving them invaluable information about those who may have access to children. The screening tools also give churches permission to follow their intuition. Gavin de Becker, a security specialist explains, "Intuition is always right in at least two important ways:

1. It is always in response to something.
2. It always has your best interest at heart."

Churches can take the information they learn about applicants in the screening process and develop an informed opinion about them. Churches must allow themselves time to listen to their intuition. When evaluating applicants, churches can slow down the process, think about their reactions, follow up with the applicants, and examine which applicant is right for the position and for the church.

The following provides additional information for implementation of the screening of volunteers and staff members:

2.1 New Ministry Personnel

In keeping with our values of protecting the children in our care, as we hire employees or recruit volunteers (ministry personnel) into a position of trust or authority, Creekside Community Church requires the following screening procedures:

2.1.1 Approval of Applicant

The applicant must be approved by appropriate church leader to start the screening process:

- Children’s ministry – Deacon of Christian Education
- Youth ministry – Pastor or Youth Pastor

Purpose: Helps to eliminate any applicant who the church leadership knows does not fit Creekside Community Church’s vision, culture and beliefs.

2.1.2 Regular Attendees

Volunteers must be attendees of Creekside Community Church, having regularly attended for at least six months.

Purpose: It takes time for an individual and a church to determine if they share a common vision, culture and beliefs.

Process:

- If an individual expresses interest in becoming a volunteer prior to regularly attending Creekside Community Church for at least six months, explain that we require individuals wait for six months prior to volunteering with the vulnerable sector. After they have attended for a minimum of six months, we would be happy to consider their application as a volunteer utilizing our screening process
- It is acceptable to start the screening process toward the end of the six-month period to expedite the process.

Concerns: If an individual objects to the six-month waiting period, this could be a red flag to consider when determining their suitability for volunteering.

2.1.3 Written Application

Completion of a written application is required for staff and volunteers working with children, youth and vulnerable adults.

<p>Purpose:</p> <ul style="list-style-type: none"> • Saves time by weeding out applicants who are obviously a poor fit for your church or for the position • Formalizes the application process and thus communicates that this is a serious position • Puts the applicant on notice immediately that your church is serious about child protection and expects full compliance with the Plan4Protection Policy • Allows the church to easily verify the information provided by the applicant • Documents an applicant’s agreement to support the constitution, statement of faith, bylaws and policies of Creekside Community Church • Documents an applicant agreement to support and submit to Creekside Community Church leadership • Documents applicants’ answers in their own words, thus creating a record that may be referenced throughout the screening process and, if necessary, once volunteering/employment has begun.
<p>Process:</p> <ul style="list-style-type: none"> • Provide the applicant with a position description for the position they are applying for • Provide the applicant with a screening process map <p><u>Adults</u></p> <ul style="list-style-type: none"> • Complete the Adult Volunteer Application for Vulnerable Person Ministries (Appendix 1) • Provide adults with the Creekside Community Church Constitution and refer them to the Statement of Faith, Article 3 • Review an applicant’s written application before the interview, highlighting any inconsistencies, noticeable gaps or concerns • The completed forms are submitted to the Church Clerk for filing in the individual’s Personnel File <p><u>Youth</u></p> <ul style="list-style-type: none"> • Complete the Youth Volunteer Application Form for Working with Children (Appendix 2) • Review an applicant’s written application before the interview, highlighting any inconsistencies, noticeable gaps or concerns • The completed forms are submitted to the Church Clerk for filing in the individual’s Personnel File
<p>Concerns:</p> <ul style="list-style-type: none"> • Follow up on inconsistencies, understanding that direct falsehoods on an application are not a good sign. Though a minor inconsistency may be nothing more than a careless error and even outright falsehoods may have a reasonable explanation, at the very least such instances should be flagged for further clarification • May identify applicants who will not support the constitution, statement of faith, bylaws and policies of Creekside Community Church • May identify applicants who will not support and submit to Creekside Community Church leadership.

2.1.4 Reference Checks

Reference checks will be conducted on each applicant.

<p>Purpose:</p> <ul style="list-style-type: none"> • Determine if previous employers or personal contacts have concerns about potential staff and volunteers • Protect children because the references give the church valuable, outside perspective on the applicant.
<p>Process:</p> <ul style="list-style-type: none"> • Use the Ministry Personnel Reference Form (Appendix 3) for completing reference checks • The person completing the reference checks should not be related to the applicant or the reference • At least two references to be contacted • Call the references before the interview • When speaking to a reference, ask open-ended questions and avoid leading questions • As references answer these questions, listen for hesitation, pauses, ambiguity or evasiveness in their tone or answers, and if noted, request elaboration. It is critical that you read between the lines when speaking to references, ask follow-up questions, and pay attention to indirect and unspoken feedback • Request that in addition to extolling the virtues of the applicant, the reference communicate any concerns, no matter how trivial. Research indicates that references may be reluctant to share negative opinions about applicants, especially as related to concerns regarding child abuse • If it becomes apparent through the reference check process, the applicant is not suitable, end the screening process and church leadership will discuss with the applicant • The completed forms are submitted to the Church Clerk for filing in the individual's Personnel File.
<p>Concerns:</p> <ul style="list-style-type: none"> • If, during the course of a conversation, a reference reveals that an applicant previously jeopardized the safety of children, violated a child protection policy, did not report suspicions of abuse or was alleged to have personally harmed a child, this applicant is not safe to hire/volunteer • If an applicant was asked to leave or not rehired at a former place of employment due to concerns regarding child safety, this applicant is not safe to hire/volunteer • If the previous institution believed they had enough information that warranted keeping the applicant away from the children in their own institution, take that information seriously, even if the reference cannot or will not elaborate further.

2.1.5 Social Media Checks

Social media checks will be conducted on all applicants.

<p>Purpose:</p> <ul style="list-style-type: none"> • Because most instances of child sexual abuse are unreported or not prosecuted, offenders can easily move from organization to organization without having a conviction show up on their official record. Internet and social media searches provide valuable information not found in applicants' official records. • Social media checks may identify if an applicants vision, culture and beliefs are not in alignment with Creekside Community Church.
<p>Process:</p> <ul style="list-style-type: none"> • Utilize Social Media Check Form (Appendix 4) when completing social media checks • Social media checks should be completed prior to the interview • If the social media check findings lead to suspicion of child abuse, contact authorities as outlined in the Plan4Protection Policy. Consult with another church leader as required • If it becomes apparent through the social media checks process, the applicant is not suitable, end the screening process and church leadership will discuss with the applicant unless it will impact an investigation by Children's Services • The completed forms are submitted to the Church Clerk for filing in the individual's Personnel File.
<p>Concerns:</p> <p>The applicant is likely not a good fit for our church if the social media searches reveal:</p> <ul style="list-style-type: none"> • Concerning information, such as sexually explicit photos or videos or sexual language • The applicant has a "friend list" comprised primarily of children • The youth applicant has "friend list" primarily of children who are significantly younger than the applicant • An applicant is liking, commenting on, or sharing numerous photos of unrelated children • An applicant's comments are themselves indicative of grooming or other concerning behaviors • Activities that could be considered morally and biblically questionable • Information that does not jeopardize children's safety but shows that an applicant is not a good fit for the position. <p><u>Examples of what churches have found doing their social media checks:</u></p> <ul style="list-style-type: none"> • An adult applicant who "liked" thousands of pictures of children, including hundreds of pictures where children were in states of undress or making seductive faces at the camera • A forty-eight-year-old applicant who posted on a seventeen-year-old's picture "Wow – beautiful is all I can say. Marry me please???" • An applicant who shared photos of her neighbor's children, her nieces and nephews and children from around the neighborhood, accompanied by possessive commentary (e.g. "my sweeties") pet names and stories of all the overnight trips she took them on • An internet search of an applicant's screen name hit immediately to a video – that the applicant himself had posted – of the applicant engaging in sexual behavior, as well as other lewd postings. These worrisome posts were interspersed among the applicant's professional postings in online educational forums • An applicant posted statements and information that demonstrated she was not an appropriate fit to serve the children in the church.

2.1.6 Interviews

Interviews

Purpose:

- Provide Creekside Community Church with the opportunity to assess whether applicants are well suited for the position or other positions within the church. When interviewing applicants, you can gain valuable information by asking the right questions and listening both to what the applicants say and do not say
- Provides an opportunity to establish a relationship with the applicant
- Introduce the Plan4Protection policy to the applicant and assess their response
- Confirm the applicant is:
 - Willing to support the constitution, statement of faith, bylaws and policies and procedures of Creekside Community Church
 - Support and submit to the leadership of Creekside Community Church
- Interviews allow churches to develop gut-instincts about whether they can trust an applicant to work well with children and churches should follow these gut-instincts.

Process:

- Use the Ministry Personnel Interview Form (Appendix 5)
- These interviews should be conducted in person and before the applicant begins work
- The persons conducting the interview should not be related to each other or to the applicant
- Interviews should be conducted by two church members, one being the deacon or pastor responsible for the area of service, or their designate if related to the applicant
- Depending upon the applicant, the interviews can be more or less extensive and more or less formal
- Churches should conduct reference checks and social media checks prior to interviews. By speaking to references and completing social media checks before the interview, churches can question applicants about any concerns that arise or cancel interviews completely if reference checks or social media checks yield “deal-breaking” information
- Review an applicant’s written application and reference checks before the interview, highlighting any inconsistencies, noticeable gaps or concerns
- During the dialogue, remain alert to any indicators that applicants may not keep children safe
- Follow up on inconsistencies, understanding that direct falsehoods on an application are not a good sign.
- Adult Applicants: Review Release of Information and Declaration of Intent from the application form (Appendix 1) with applicant as this demonstrates:
 - Agreement to support the constitution, bylaws, policies or procedures of Creekside Community Church
 - Agreement to adhere to the Statement of Faith
 - Agreement to support and submit to the leadership of Creekside Community Church
- The completed forms are submitted to the Church Clerk for filing in the individual’s Personnel File

Concerns:

- Inconsistencies on an application form. Though a minor inconsistency may be nothing more than a careless error and even outright falsehoods may have a reasonable explanation, at the very least such instances should be flagged for further clarification.
- If churches get a concerning feeling at any point during the interview, they would be wise to trust their instinct and treat all misgivings seriously. Determining whether an applicant is a risk is nearly impossible given the constraints of the interview (e.g., no formal testing, that most individuals who

abuse children are adept at lying, and the improbability that an interviewer will be able to detect deceit or an unsavory character. Interviewers can instead focus on what they are capable of: remaining alert to any indicators that applicants may not keep children safe and determining if the applicant is a good fit for the position. If anything about an applicant makes the church think they cannot keep children safe, they would be wise to deny that applicant

- Expressing displeasure about the Policy does not mean that applicants are abusers, but it probably means that they will be less vigilant about protecting children.

2.1.7 Police Information Check including a Vulnerable Sector Check

All staff and volunteers working directly with children, youth and vulnerable adults require a Police Information Check including a Vulnerable Sector Check as outlined below:

Purpose:

- Provides information on the applicant that determines if they have been charged or committed a crime
- May deter some offenders by indicating that the church is serious about child protection.

Background Information:

Types of Police Information Checks: Alberta Police Services offer Police Information Checks with and without a Vulnerable Sector check.

- A **Police Information Check** is a collection of offence information, including convictions, non-convictions and other police information available from police record management systems, and provincial court records. A Police Information Check is a named based query of an applicant's name, gender and date of birth. Police databases searched to prepare a Police Information Check include the Canadian Police Information Center (CPIC), the Alberta Provincial Courts Justice Online Information Network (JOIN), and local Police Service databases.
- A **Vulnerable Sector Police Information Check** is required when an individual will be in a position of trust or authority of vulnerable persons. A Vulnerable Sector Police Information Check includes a query to confirm that the applicant has not received a record suspension for sexual offences. This database is searched by date of birth and gender. If the applicant's date of birth and gender has a match in the database, fingerprints will be required to verify the applicant's criminal record information. All such convictions can be only disclosed with authorization from the Minister of Public Safety.

The following information shall not be disclosed in a Police Information Check:

- Mental health related occurrences unless determined that the applicant is a threat to public safety.
- Convictions where a record suspension/pardon has been granted including sexual offences; unless a Vulnerable Sector check process was completed accordingly, and disclosure authorized by Minister of Public Safety
- Information from the Alberta Motor Vehicle Automated Registration Information System, such as traffic violations or roadside driving suspensions
- Suspect information that would hinder/compromise an ongoing investigation
- Special Interest to Police CPIC entries
- Information not contained in police occurrence reports (i.e. Street Check Reports)
- Information from foreign law enforcement agencies
- Foreign dispositions included on a CRII unless identified as international transfer of offenders

- Victim, complainant, or witness information.

Process:

- The applicant must take a letter (Appendix 6) from the church requesting the Police Information Check, on church letterhead, to the local RCMP station, in the jurisdiction in which they reside. Two pieces of valid identification, one of which must be government issued containing a photo, are required to obtain a Police Information Check
- Police Information Checks, including a Vulnerable Sector Check, must be conducted on all ministry personnel serving in a position of trust or authority, 18 years of age and older, and are to be kept on file permanently
- When a police information check yields any result, if there are any questions regarding the results, consult with a trained expert who can interpret the data. Even non-sexual, non-violent offenses can be red flags and cause for concern as it relates to the care and protection of children. To some degree, any conviction shows an individual's willingness to break rules and boundaries and should be discussed directly with the individual by church leadership.
- If a Police Information Check or Vulnerable Sector Check is returned "NOT CLEAR" the prospective candidate will be asked to do one of the following:
 - either submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or
 - withdraw their application from serving in a position of leadership or a Position of Trust or Authority
- Following a clear Vulnerable Sector Check, ministry personnel are required to have a Police Information Check completed every three years. If the time lapse since the last Police Information Check is five years or greater, the staff or volunteer will require a new Vulnerable Sector Check also
- The applicant must present the original Police Information Check/Vulnerable Sector Check, which includes a raised corporate seal. If a copy is required, take a copy of the original and sign and date the copy with a note this is a true likeness
- While these checks serve a critical role in keeping our communities safe, the presence of information in a Police Information Check should not in itself result in an individual being denied any position.
- The absence of information in a Police Information Check is not a guarantee of safety and should not be the only consideration in determining the suitability of any applicant
- Without verification of convictions and without a clear Vulnerable Sector Check, individuals cannot be placed in a Position of Trust with Children, Youth and Vulnerable Adults
- Individuals, who have been convicted or are under the suspicion of crimes against children, youth or vulnerable adults, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children, youth or vulnerable adults participate including a leadership role within Creekside Community Church.
- Anyone accused of abuse against children, youth, or vulnerable adults will be prohibited from having access to children, youth, and vulnerable adults until they are cleared of any and all charges. Placement of a person who has been cleared of any and all charges into a position of trust or authority at Creekside Community Church must have final approval from the Council of Elders.
- When considering prospective ministry personnel, Creekside Community Church leadership will err on the side of caution to create an environment that is as safe as possible. Creekside Community Leadership may contact a child protection specialist, insurance specialist and/or legal counsel to assess the situation
- The completed forms are submitted to the Church Clerk for filing in the individual's Personnel File.

Concerns:

- A Police Information Check requiring a Vulnerable Sector check can only be completed by the Police Service in which the applicant resides unless authorized by the Police Service in which the applicant resides. If the applicant has resided in other jurisdictions within the past 5 years, it is recommended that a Police Information Check also be obtained from those other jurisdictions. Consult with the RCMP, a child protection specialist, insurance specialist and/or legal counsel as needed to determine if additional checks are required
- Our local RCMP detachment has informed us they do not complete Police Information Checks on individuals under 18 years of age. If there is concern regarding a potential Youth Volunteer, consult with a child protection specialist, insurance specialist and/or legal counsel for recommendations
- It must be recognized there are limitations to what information is provided in a Police Information check recognizing Police Information Checks provides balance between preserving public safety and protecting the privacy and human rights of Police Information Check applicants.

2.1.8 Alberta Government Intervention Record Check

An Intervention Record Check may be requested of an applicant at the discretion of Creekside Community Church Leadership.

Purpose: If the leadership of Creekside Community Church have concerns regarding an applicant and the Police Information Check and Vulnerable Sector Check are clear, they MAY request to have an Alberta Government Intervention Record Check completed which indicates that the person may have caused a child to be in need of an intervention by Social Services.

Process:

- Request an individual complete an Intervention Record Check (Appendix 7).
- The request for the Intervention Record Check must be made by the applicant by contacting an Alberta Children’s Services office. Instructions will be provided to the applicant
- At the writing of this document, this request is completed electronically
- The request must be made by the individual
- From the time of completing the request until the results are ready are approximately 6 weeks.

Concerns: Creekside Community Leadership may contact Alberta Children’s Services, a child protection specialist, insurance specialist and/or legal counsel to understand the findings of the Intervention Record Check and further action as required.

2.1.9 Plan4Protection Education

All volunteers and staff are required to take Plan4Protection education.

<p>Purpose: To provide staff and volunteers with education on abuse and abuse prevention.</p>
<p>Process:</p> <ul style="list-style-type: none"> • Plan4Protection orientation training is required for all ministry personnel serving with children, youth and vulnerable adults, including leadership roles and must be completed prior to ministry placement • Annual Refresher training sessions are required to be completed by ministry personnel serving in a position of trust or authority • Attendance is to be taken at training courses and recorded in individual personnel files • Training by designated trainers is to include: <ul style="list-style-type: none"> ○ Definition of abuse in Alberta ○ Indicators of abuse ○ A review of Creekside Community Church Plan4Protection Policy ○ A summary of prevention policies and procedures for Creekside Community Church ○ The legal obligation to report suspected abuse

2.1.10 Final Approval

The applicant must have final approval by appropriate church leader when the screening process is complete, prior to working with children, youth or vulnerable adults:

- Children’s ministry – Deacon of Christian Education
- Youth ministry – Pastor or Youth Pastor

<p>Purpose: Using the information collected through the appropriate church leader can determine if the applicant is a suitable candidate to serve at Creekside Community Church with children, youth or vulnerable adults.</p>
<p>Process:</p> <ul style="list-style-type: none"> • The church leader reviews the screening information and makes a decision to determine if an applicant is suitable • The New Volunteer Screening Checklist (Appendix 8) is signed off by the appropriate church leader • The completed forms are submitted to the Church Clerk for filing in the individual’s Personnel File.

2.2 Current Ministry Personnel

Current ministry personnel are required to:

- Complete a Ministry Renewal Application Form annually (Appendix 9)
- Complete Plan4Protection Education annually
- Following a clear Vulnerable Sector Check, ministry personnel are required to have a CPIC Check completed every three years as described in the New Ministry Personnel section.

3 Violation of Plan4Protection Policy (To be used by church leadership in conjunction with the Policy Violation and Discipline sections of the policy)

Violations provide churches with valuable information – they function as indicators of a potentially larger problem. Each policy violation will require a different level of response. In some cases, the violation will rise to the level of abuse or suspicion of abuse. In most cases, however, the violation will breach a term of the policy that may seem minor or insignificant, but every policy violation deserves a response.

People might violate the Plan4Protection Policy because:

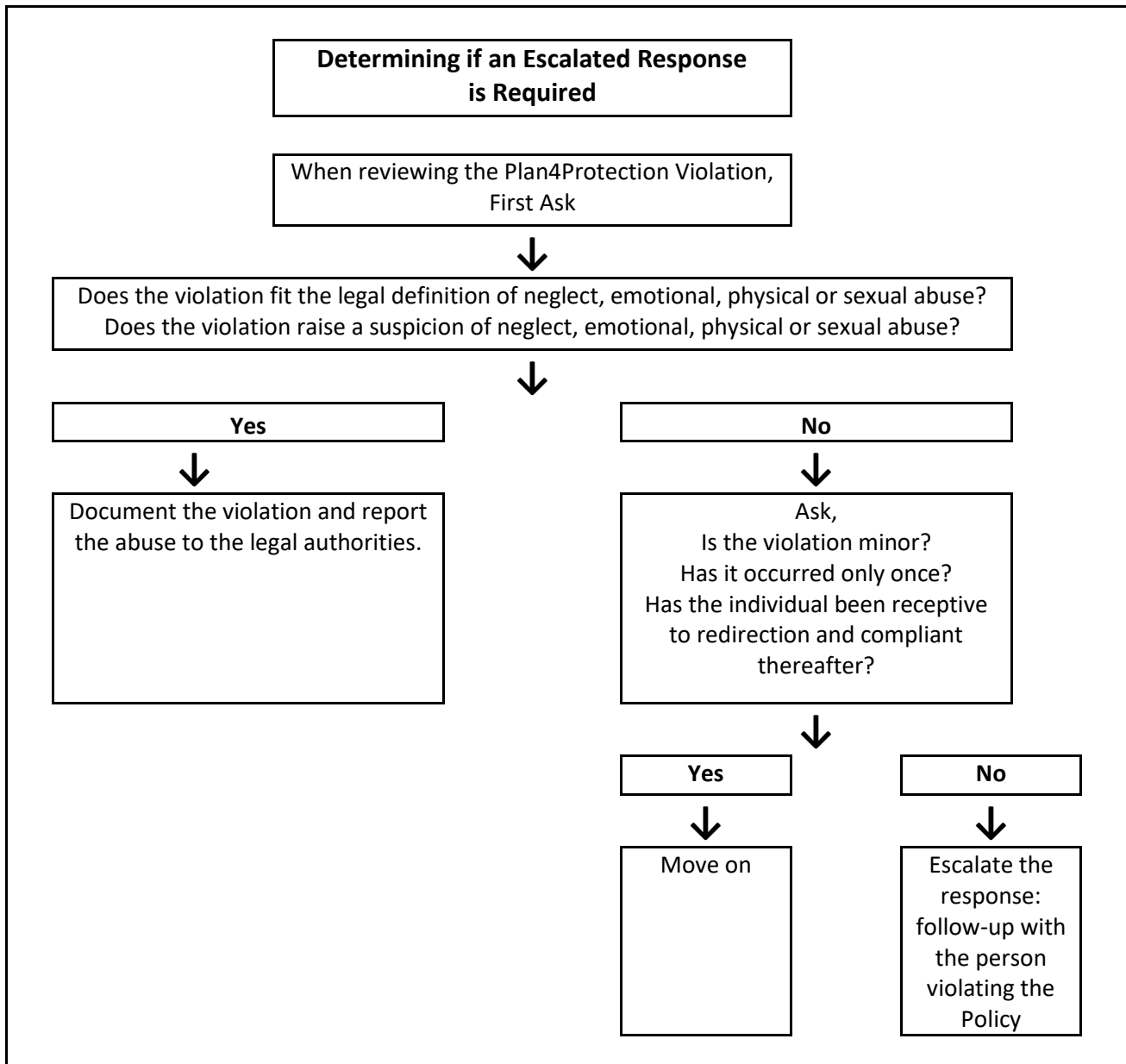
- They don't know it exists
- That are unaware of a particular term
- They misunderstood a particular term
- They disagree with a particular term
- The policy is new and they are not yet used to its new terms
- They are actively grooming a child for future abuse
- They have already harmed a child and this violation is part of, or an indicator of, that harm.

3.1 Determining the Need for an Escalated Response

Remember when someone sees a Plan4Protection Policy violation, any of the previously mentioned motivations could be at play. Policy violations are best viewed as opportunities to educate and redirect than as intentional noncompliance. As violations are reported to church leadership, the leadership needs to determine if an escalated response is required.

Instances requiring an escalated response might include a pattern of grooming behavior, where the individual behaviors themselves appear to be innocuous. Such instances could also include where a person demonstrates a low regard for the Plan4Protection Policy by engaging in consistent minor policy violations. Furthermore, a single, more serious violation also warrants an escalated response, such as covering a door window when meeting with a child or showing excessive or secret attention to a vulnerable child. Whether there's a pattern of smaller violations or a single, serious violation, it is time to move to escalate the response, which includes meeting with the individual and setting clear limits.

See diagram below:



3.2 Escalated Response to a Plan4Protection Policy and Procedure Violation

Once the church leadership becomes aware that a congregant has engaged in behaviour that requires an escalated response, a meeting needs to be scheduled with the congregant as soon as possible. These meetings are for individuals whose violation do not rise to the level of abuse or suspicion of abuse. Abuse of suspicions of abuse are reported to the Crowsnest Pass Children’s Services at (403) 562-3384 to report child abuse during regular business hours. Contact the Child Abuse Hotline 1-800-387-5437 to report abuse outside of business hours, available 24-hours a day, seven days a week.

The purpose of the meeting is not to adjudicate the merits of the reported violation, but to simply notify individuals that the church has been made aware of instances in which they have allegedly engaged in unsafe behaviours or violations of the Plan4Protection Policy, to educate about the Plan4Protection Policy and the

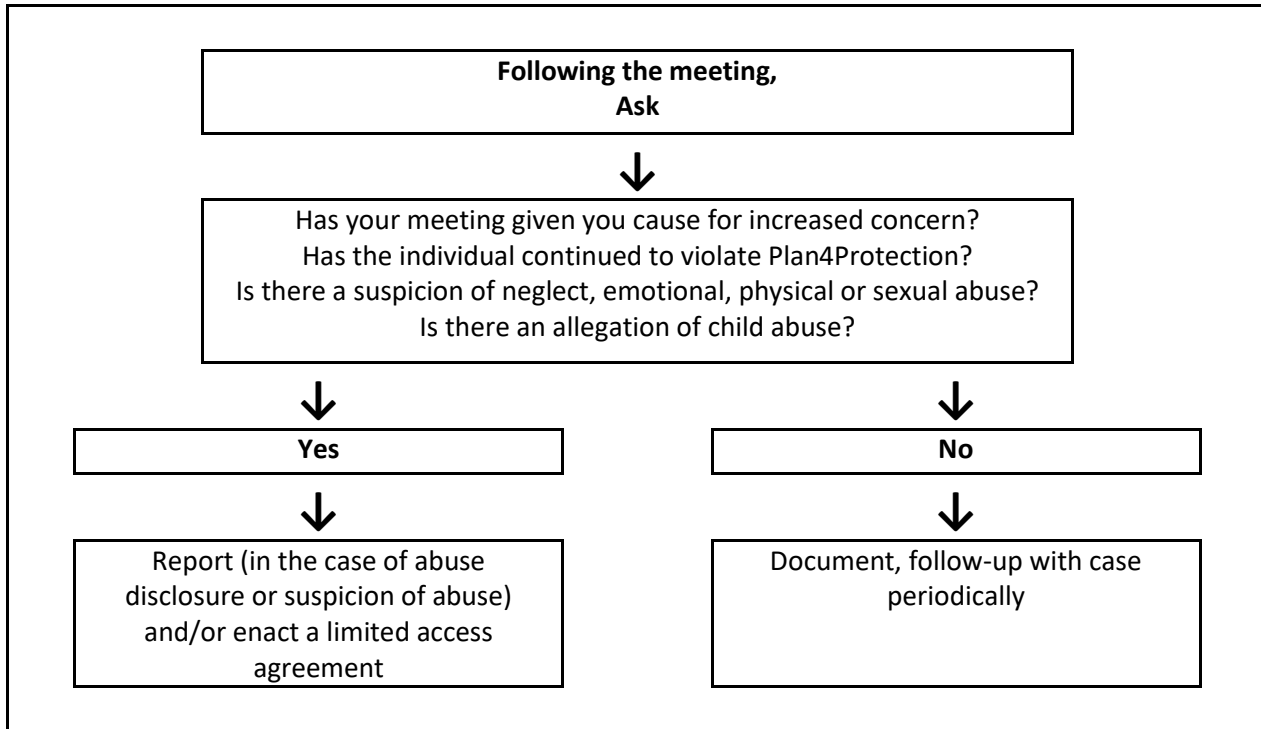
community's expected behaviour toward children, youth and vulnerable adults. Because abuse thrives on secrecy, speaking openly about the Plan4Protection violations and unsafe behaviours will either educate a person who had no intention of hurt a child or place a potential offender on notice that he is being watched and help to minimize his opportunities to abuse.

Due to the fact that staff and official volunteers have previously acknowledged reviewing the policy and agreeing to abide by it, any policy violation by a staff member or official volunteer should be grounds for disciplinary action as described in Plan4Protection Policy, including and up to, termination. Refer to the Disciplinary Action section of the Plan4Protection Policy.

8 Suggestions for Conducting a Meeting with an Individual Observed to Engage in Risky Behaviors

1. List the specific instances of inappropriate/unsafe behaviors or Policy violations.
2. Following Step 1, be quiet and allow the individual time to respond. Sometimes an individual will admit to these and/or other offenses, while in other instances the individual might lie or shift blame to the child.
3. Explicitly state that the behavior is concerning and explain why it puts children at risk.
4. If no abuse is disclosed, give the individual an opportunity to correct his behavior. Validate any service the individual has provided to the community and explain that this meeting is also meant to protect him (i.e., his reputation).
5. Review the rules of the Plan4Protection Policy.
6. Ask the individual to agree in writing to abide by the Plan4Protection Policy and any additional rules communicated to him at the meeting. Provide a copy of the document (and Policy) to the individual, and retain a copy for the church as required as per the Disciplinary Action section of Plan4Protection Policy.
7. If indicated, inform the individual that specific people will be following up with him to ensure that he abides by the agreement as per the Disciplinary Action section of Plan4Protection Policy.
8. If appropriate, reassure the individual that as long as he upholds his end of the agreement he will be warmly welcomed in the church. Provide specific examples of healthy, appropriate ways for him to engage in church life.

After the meeting, church leaders should debrief to document the meeting and determine any next steps. Beyond documentation, no further action may be necessary. If the church leaders are satisfied with the individual's response (e.g., he expresses appreciation for the seriousness of the violation and promises to reform his behavior), they should summarize the discussion, and any agreements reached in the meeting, in a confirmatory writing between the parties. The church leadership may feel that they need to provide continued accountability to ensure the person abides by the policy. If so, the church leaders should assign a few specific people who will follow up with the individual to ensure compliance. If the church leadership feels even more accountability is necessary, they may consider a Limited Access Agreement (Appendix 10). See diagram below:



3.3 Limited Access Agreement

Abuse thrives on secrecy, but transparency and accountability help to counteract secrecy, prevent abuse and promote safety. One way churches can pursue transparency and accountability is through Limited Access Agreements for individuals who engage in concerning or risky behaviour. A limited access agreement is a written and agreed-upon boundary between an individual and a Creekside Community Church wherein Creekside Community Church outlines its specific concerns about an individual’s behaviour, details appropriate behaviour toward children and plans ongoing accountability for the individual. The Community members who have engaged in repeated, minor Plan4Protection Policy violations or have engaged in risky behaviour that could put children at risk may sometimes require limited access agreements.

While working through the Disciplinary Action section of the Plan4Protection Policy, utilize the limited access agreement to document the decisions and boundaries the violator is to adhere to.

Churches are far more likely to catch someone violating their policy or engaging in concerning behaviour than they are to catch someone sexually abusing a child. Because this is so, it is important to note that policy violations and concerning behaviour may be just the tip of the iceberg and the only indication you will ever have that something is wrong. Even if there is nothing more to the observed behaviour than meets the eye, the incident must still be addressed in order to create a safe church environment.

Keep in mind that there are many situations where a limited access agreement may simply be insufficient to ensure the safety and protection of the children, youth and vulnerable adults and the individual may need to be asked to leave the church. That is a decision that must ultimately be made by the leadership for Creekside Community Church. The leadership may contact Alberta Children’s Services, a child protection specialist, insurance specialist and/or legal counsel to determine this.

3.3.1 Common Resistance to Limited Access Agreements

Churches have good reasons to pursue clear boundaries with people engaging in suspicious or risky behavior; nonetheless, enacting a limited access agreement may initially be met with resistance. The resistance may be a simple misunderstanding, but it may also be the manipulation of a person who wants to harm a child. The following interactions represent common resistance to limited access agreements. Even though limited access agreements may be met with resistance, there are good reasons for pursuing them.

Common Resistance to a Limited Access Agreement

The individual may have exhibited poor judgment, but there was never any improper motivation. Let's not embark on a witch hunt, seeing predators lurking in every corner.

- It is best to avoid engaging in a discussion of an individual's intent. No one can know intent. The Policy frees you from this futile conversation and allows you to focus on behavior. If the behavior violated your Policy, it requires a response.
- Those who abuse children are often in denial that their actions are abusive or harmful. They may think of themselves as good people, or even as individuals who protect children. They often employ significant cognitive distortions and convoluted justifications to convince themselves, and those around them, of their virtue. If you ask them, they may sincerely deny any wrongdoing – because they lack the insight necessary to recognize their own behavior for what it is – abuse.

People make a big deal out of every slight misstep these days. To limit this individual's welcome would be to overreact. Let's all calm down.

- We are calm. Calm enough to know that if we ignore concerning behavior now, it can result in tragedy later. As hard as it is to take action now, it will be definitely harder to take action later.
- Again, we are not labeling this person an abuser. We are insisting that those who attend our church respect the rules that have been painstakingly created to protect children. When individuals do not follow our Policy, we must help them to do so.

Our church is meant to be a welcoming place for all. This includes those who have made "mistakes." Who among us has not sinned?

- Repeatedly violating the Plan4Protection Policy is not always a mistake. At the very least, it communicates a low regard for boundaries and the policies adopted by the community that are designed to protect children. At the very worst, it communicates a more evil intent.
- We should welcome this individual, but never at the expense of child safety. Let's find ways to support this individual while simultaneously prioritizing child safety. Acceptance and access to children are not the same thing; we can provide one without providing the other.

He has true remorse for his actions. In Christianity; people can repent, and we must accept them. Everyone deserves a second chance.

- Even people who have repented may need further accountability.
- Forgiveness does not mean we ignore troubling past or present behavior.
- Authentic repentance can be demonstrated by an individual accepting the Limited Access Agreement terms and conditions put in place by leadership.

3.3.2 Terms of Limited Access Agreements

At a minimum, the limited access agreement will require the individual to thoroughly review the Plan4Protection Policy and to agree to follow it. While following Plan4Protection is a starting place, churches will need to add more terms, specific to the behavioural concerns of the individual in question.

Possible Terms of a Limited Access Agreement

- Must be accompanied to intergenerational services and program; may not interact with children or loiter in youth spaces.
- May attend adult-only lectures and programs.
- Pastoral and hospital visits can occur at the individual's home; in-home pastoral counseling; joining a small group or participating in prayer meetings with adults in the community who do not have children in the home; attending a church without children.

The more specific churches can be with its terms, the better, even though limited access agreements will never be able to be exhaustive. For example, should a limited access agreement specify that a person must avoid interactions with children at the church, this would include the individual agreeing that they will:

- Not to be in the Christian Education Wing or attend youth events or programs either on or off church premises
- Use the single-use restroom only when it is vacant (describe how this would be managed)
- Not initiate dialogue with a child or an adult who is standing with a child
- Refrain from toughing children
- Refrain from hosting children for meals, lodging or other events
- Refrain from accepting invitation to meals or lodging where children will be present.

At least one person in the church should be assigned to monitor the individual's compliance with the limited access agreement. The monitor should not be related or a close friend to the offender. Any designated monitors should be familiar with the terms of the person's limited access agreement and receive basic training on how to function as a supportive monitor and identify early warning signs of non-compliance, boundary violations or offending behavior, among other topics.

Limited access agreements should include a timetable for regular (e.g., semi-annually or quarterly) meetings between the congregant, the assigned monitor and church leaders. In these meetings, the monitor can evaluate the congregant's adherence to the terms of the agreement, address any concerns they, the monitors, or the congregant may have, and revise the agreement as necessary. At these meetings, the church can also terminate the limited access agreement if the individual is not complying with its terms.

Every limited access agreement should be specific as to the consequences for violations. Keep in mind that by the time individuals have a limited access agreement, they have already engaged in ongoing concerning and/or risky behavior that has necessitated the need for the agreement. Therefore, a violation of the limited access agreement must be viewed by leadership with a great amount of concern and in most cases should result in the individual being removed from the church community.

A church can help with limited access agreement compliance by ensuring that the church members whom are directly affected by it are aware of its terms.

4 Response to Church Attendees Convicted of Child Abuse

Refer to the Plan4Protection Policy for church attendees convicted of child abuse.

5 Adoption

Creekside Community Church of Pincher Creek adopted the Plan4Protection Administrative Manual, Version 1.0, dated October 21, 2021.

Signed:

Church Council Chair

Date

Deacon of Finance and Property

Date

Church Clerk

Date

Section B – Appendices (changes to the Appendices may be made based on best practice, insurance requirements and implementation. All changes will support or enhance the Policy)

Appendix 1 – Adult Volunteer Application Form for Children, Youth and Vulnerable Adult Ministries (5 pages)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children, youth, vulnerable adults and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership.

Personal Information

Full Name _____
Address _____
Postal Code _____ Email _____
Phone Number (H) _____ (W) _____

Personal History

Occupation and/or Employer

Hobbies, Interests or Skills

Spiritual History

How long have you attended Creekside Community Church? _____
Do you regularly attend (2 or more services a month)? Yes No
Are you a member of Creekside Community Church? Yes No
Have you been baptized? Yes No
If not, are you willing to attend a baptismal class? Yes No

In a brief paragraph, please outline your spiritual journey (how you came to know Christ as Saviour and what you are currently doing to grow in your relationship with Him).

List any gifts, training, education or other qualifications that have prepared you to minister with children, youth and vulnerable adults.

Ministry Information

Churches I attended in the last five years are as follows:

1. Name of Church _____ Phone Number _____
Address _____
Dates Attended _____ Member or Adherent _____

2. Name of Church _____ Phone Number _____
Address _____
Dates Attended _____ Member or Adherent _____

My present and previous ministry experience is as follows:

1. Name of Church/Organization _____
Dates and Description of Ministry _____
Pastor or Ministry Supervisor _____ Phone # _____

2. Name of Church/Organization _____
Dates and Description of Ministry _____
Pastor or Ministry Supervisor _____ Phone # _____

Confidential Information

In order to provide a safe and secure environment for our children, youth and vulnerable adults, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by church leadership and the Volunteer Coordination team. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children, youth and vulnerable adults? (e.g., use of illegal substances, etc.) Yes No
2. Have you ever been convicted or found guilty of a criminal offense for which a pardon has not been granted (excluding minor traffic violations)? Yes No

If yes, please list offence(s) and the date(s) of conviction: _____

3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault, violence or impropriety against a child, youth or vulnerable adults (e.g., senior citizen or person with disabilities)? Yes No
4. Have you ever been investigated by the Child Welfare Agency or any other organization for suspected child abuse? Yes No
5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceeding in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable adults? Yes No
6. Do you have any health concerns which could impact your ability to perform the functions of the volunteer position for which you are applying? (Please note such health concerns may not prevent you from holding the position for which you have applied) Yes No
7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at our organization? Yes No

If you have answered yes to any of the above questions, please explain.

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

2. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

3. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

Release of Information and Declaration of Intent

I hereby give Creekside Community Church permission to contact the persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Creekside Community Church consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against Creekside Community Church for losses caused by the reference’s response.

I understand that if my character or morals are deemed by Creekside Community Church leadership to be inappropriate and/or criminal at any time during my volunteer service, Creekside Community Church will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Creekside Community Church prior to, at, or following the date of volunteer service.

I understand that Creekside Community Church is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the constitution, bylaws, policies or procedures of Creekside Community Church, and upon discussion with the church leadership, we are not able to resolve the issue, I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct. I accept and agree to adhere to the Statement of Faith of Creekside Community Church.

Signature of Applicant _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of screening volunteers and placing them into ministry with children, youth and vulnerable adults. The information gathered here will be used for the purposes of supporting the ministries at Creekside Community Church.

Appendix 2 – Youth Volunteer Application Form for Working with Children (3 pages)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership.

Personal Information

Full Name _____

Address _____

Postal Code _____ Email _____

Phone Number (H) _____ (C) _____

Name of Parents _____ Phone Number _____

Are your parents supportive of your ministry involvement? Yes No

If no, please explain

Personal History

Hobbies, Interests or Skills

Volunteer Experience and Part-time Jobs

Spiritual History

How long have you attended Creekside Community Church? _____

Do you regularly attend (2 or more times a month)? Yes No

Have you accepted Christ as your Saviour? If yes, when? _____

In a brief paragraph, please describe what your faith means to you.

Ministry Questionnaire

Describe why you would like to be part of our Children’s Ministry Team.

What strengths or assets would you bring to our Children’s Ministry Program?

What areas of concern do you have in working with children?

Do you see yourself as a team player? Please explain. Yes No

Please list the area of ministry in which you would like to serve.

References

List three adults that you’ve known for at least one year and who have a definite knowledge of your character and ability to work with children. You may include one reference from a relative, but must also include references from a Pastor, employer or teacher.

1. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

2. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

3. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

Signature of Applicant _____
Printed Name _____ Date _____

Signature of Parent/Guardian _____
Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with children. The information gathered here will be used for the purposes of supporting the ministries at Creekside Community Church of Pincher Creek.

Appendix 3 – Ministry Personnel Reference Form (2 pages)

Hello. My name is _____. I am calling from Creekside Community Church of Pincher Creek. (Name of Volunteer) _____ has applied to be a volunteer within our Children/Youth ministries and has indicated on their application that you might be willing to act as a personal reference. We have an abuse prevention program which is designed to protect our Children, Youth and Vulnerable Adults as well as our volunteers. We do a reference check on all our volunteers working with vulnerable persons. Your response will remain confidential. Would you be willing to provide a reference for _____?

Name of Reference _____ Phone Number _____

1. Describe your relationship with this person.

2. How long have you known this person?

3. Please use the following scale to respond to the following:

1 – low 2 – below average 3 – average 4 – very good 5 – excellent

How would you rate this individual in the following areas?

- a. Ability to work with other volunteers 1 2 3 4 5
- b. Ability to follow through on commitments 1 2 3 4 5
- c. Ability to relate to Children or Youth 1 2 3 4 5
- d. Level of spiritual maturity 1 2 3 4 5

Comments if the reference provide comment to the ranking above:

4. What are the applicant’s greatest strengths?

5. Would you entrust the care of your Children, Youth or Vulnerable Adults to the applicant without any concern, reservation or hesitation?

6. This person has applied to work with children and/or youth. Do you have concerns, regardless of how trivial, regarding this person? If so, please explain.

7. Given the opportunity, would you rehire/have this person serve as a volunteer in your organization again?

Thank you for your time and providing a reference for _____.

Signature _____

Printed Name _____ Date _____

Appendix 4 – Social Media Checks Form (2 pages)

Name of Applicant _____

Social Media Accounts Reviewed

Google, _____

1. Were there any activities that could be considered morally and biblically questionable? If questionable or yes, please describe

2. Are there posts that do not align with Creekside Community Church’s vision, culture or beliefs? If questionable or yes, please describe

3. Were there sexually explicit photos or videos or sexual language? If questionable or yes, please describe

4. Is the applicant’s friend list comprised primarily of children or if a youth applicant, is their friend list comprised primarily of children who are significantly younger than the applicant? If questionable or yes, please describe

5. Is the applicant liking, commenting on or sharing numerous photos of unrelated children? If questionable or yes, please describe

6. Are the applicant’s comments indicative of grooming or other concerning behaviours? (Examples could include providing a variety of services and gifts, not limited to attention, affection, kindness, privilege, recognition, alcohol, drugs, money, or pornography.) If questionable or yes, please describe

Signature _____

Printed Name _____ Date _____

Appendix 5 – Ministry Personnel Interview Form (2 pages)

Welcome applicant and do introductions. The purpose of the interview is to have an opportunity to get to know each other and allow you an opportunity for questions.

Has the Ministry Personnel Application Form been completed? Yes No

What area of ministry, are you interested in serving in?

Ask Adult Applicants: Please tell us about your experience working with children:

Ask Youth Applicants: Do you have younger siblings? If so, do you help take care of them? If not, have you helped care for other children, such as cousins or neighbors?

What prompted you to be interested in working with children/youth?

Have the applicant review their spiritual journey and compare responses with those indicated on the Spiritual History of the Volunteer Application Form. Note any significant omissions or questions that arise.

Adults: Review the items listed under Confidential Information on the Ministry Personnel Application Form and note any significant omissions or questions that arise.

On what date would you be available? _____

What is the minimum length of your commitment? _____

At Creekside Community Church, we have an abuse prevention policy, called Plan4Protection. All staff and volunteers that work with children and youth are provided with a copy of the policy and are required to attend an education session. Our abuse prevention policy defines abuse, how to recognize abuse, guidelines in place to prevent abuse in our church (examples of these guidelines include, but are not limited to, screening process for staff and volunteers, taking attendance, having adequate supervision, proper displays of affection with children and youth, accountability for one-on-one mentoring or counselling activity).

Would you be willing to attend the Abuse Prevention training? Yes No

What thoughts do you have regarding an abuse prevention policy?

For Adult Applicants: Have them read the Release of Information and Declaration of Intent page on their application form. Ask, “Do you have any comments or questions regarding what is written on this page and your agreement with these statements”?

With your application, you were provided with a copy of the constitution. Was there anything in the Statement of Faith that you wanted to discuss further?

Thank you for your interest in serving.

Signature of Interviewer _____

Printed Name _____ Date _____

Appendix 6 – Letter to RCMP (must be on church letterhead)

Date

To whom it may concern:

On behalf of Creekside Community Church of Pincher Creek we are requesting that a Police Information Check including a Vulnerable Sector Check be completed on _____.

The candidate has applied for a volunteer position with Creekside Community Church of Pincher Creek as a _____. In this role he/she will be placed in a position of trust or authority with children and vulnerable persons.

We have a thorough screening process in place which includes a documented position description, application, interview, and reference checks, followed by securing a Police Information Check including a Vulnerable Sector Check.

The results of the Police Information Check including a Vulnerable Sector Check will assist us in determining the individual's suitability for volunteer duties as they will have supervisory and direct contact in trust positions with children.

Creekside Community Church of Pincher Creek does not provide remuneration or benefits to individuals who serve as volunteers.

Name

Church Clerk, Creekside Community Church of Pincher Creek

Appendix 7 – Intervention Record Check (2 pages)

Protected B (when completed)

Alberta **Intervention Record Check**

The information you provide on this form is collected under the authority of the Child, Youth and Family Enhancement Act and managed in compliance with the Freedom of Information and Protection of Privacy Act. The information will be used to search for an intervention record check about you. We will not release this information for any other purpose. We will not release this information to anyone but you. You will need to provide a photo or scanned copy of your identification for verification purpose only. The copy of your identification will be deleted once the check is completed. If you have any questions about the collection of this information, you may ask the staff member who completed this form for you.

Alberta Children's Services Ministry cannot ensure that the information on this form is reliable for assessing an applicant for employment. The Ministry assumes no liability arising from using this information. Anyone using the information does so at their own risk and must consider all the information provided on the back of this form.

1 Personal Information				
My name is: legal name of person requesting a record check (surname) first name middle name				
My address is: (mailing address) city province (All)				
Postal Code	Phone (Residence)	Phone (Work)	Gender Choose one.	Birthdate (mm-dd-yyyy)
Email Address				
All other names I have used are: other (surname and maiden names used) first name				
Names, birthdates of all my children/children for whom I have acted as a parent (not foster children) (if now an adult, provide full name when a child)				
Child's Surname	Child's First Name	Child's Middle Name	Child's Gender Choose one.	Birthdate (mm-dd-yyyy)
			Choose one.	
			Choose one.	
			Choose one.	
			Choose one.	
			Choose one.	
			Choose one.	
			Choose one.	
			Choose one.	
			Choose one.	
			Choose one.	
<input type="checkbox"/> By clicking this box I, Type your name _____, state that the information in this form is true to the best of my knowledge as of today. Date (mm-dd-yyyy)				
2 Request for a Record Check				
<input type="checkbox"/> I am applying to work directly with children for the following organization(s), and I want to know about any record of my being involved with Intervention Services in Alberta which indicates that I might have caused a child to need intervention.				
Organization	Type of Position	Organization	Type of Position	
<input type="checkbox"/> I am applying for a residential licence or to work in a Child and Youth Facility as defined in the Child, Youth and Family Enhancement Act. I want to know about any record of my being involved with Intervention Services which indicates that I might have caused a child to need intervention. In the last five years I have resided in Alberta and _____ (name of any other province, jurisdiction or country if applicable)				
<input type="checkbox"/> I reside with someone who is applying to provide care to a child who is in the care or custody of a Director as defined in the Child, Youth and Family Enhancement Act. I want to know about any record of my being involved with Intervention Services which indicates that I might have caused a child to need intervention. In the last five years I have resided in Alberta and _____ (name of any other province, jurisdiction or country if applicable)				
<input type="checkbox"/> I am planning to become a _____ choose one to a child. I want to know about any record of my being involved with intervention services which indicates that I might have caused a child to need intervention. In the past five years I have resided in Alberta and _____ (name of any other province, jurisdiction or country if applicable)				
<input type="checkbox"/> I had a previous Intervention Record Check completed _____ Date (mm-dd-yyyy)				
<input type="checkbox"/> I, Type your name _____, hereby consent to having an Intervention Record Check completed in Alberta and any other province that I have listed above.				Date (mm-dd-yyyy)

Protected B (when completed)

Alberta **Intervention Record Check**

3	For Office Use Only
Using the names and birthdates you supplied:	
<input type="checkbox"/> As of today, I can find no Intervention Services record in Alberta indicating that you might have caused a child to need intervention.	
<input type="checkbox"/> As of today, I can find no Intervention Services record in Alberta or any other province listed above indicating that you might have caused a child to need intervention.	
<input type="checkbox"/> There is an Intervention Services record in Alberta indicating that you might have caused a child to need intervention .	
<input type="checkbox"/> There is an Intervention Services record in <small>Type province, jurisdiction or country if applicable.</small> _____ indicating that you might have caused a child to need intervention. Below is a summary of your involvement up to today.	
4	Summary of Involvement
Enter Summary of Involvement	
Name of Person who completed Record Check	
Name of Workplace	
Workplace Address	
City	Province AB
Postal Code	Office Phone Number
<input type="checkbox"/> The photo or scanned copy of the identification of the applicant has been deleted.	
<input type="checkbox"/> By clicking this box I, <small>Type in name of person who completed Record Check.</small> _____ state that the results of record check in this form is true to the best of my knowledge.	
Date (mm-dd-yyyy)	Signature

CS2687 Rev. 2020-04-02

Save Form
Print Form
Reset Form

Page 2

Appendix 8 – New Volunteer Screening Checklist

Name of Individual: _____

Date Screening Initiated: _____

Screening Process	Completed
Approval by appropriate church leader to start the screening process	
Attendees of Creekside Community Church, having regularly attended for at least 6 months	
Complete a written application	
Reference Checks	
Social Media Checks	
Interview <ul style="list-style-type: none"> • Willing to support the constitution, bylaws and policies and procedures of Creekside Community Church • Accept and agree to adhere to the Statement of Faith • Support and submit to the leadership of Creekside Community Church 	
CPIC including a Vulnerable Sector Check	
Alberta Government Intervention Record Check	
Attend Plan4Protection Education	
Final Approval	

Decision

Yes, the applicant may serve as a volunteer with children, youth or vulnerable adults within Creekside Community Church

No, the applicant will not serve as a volunteer with children, youth or vulnerable adults within Creekside Community Church

Signature of Approver _____

Printed Name _____ Date _____

Appendix 9 – Adult Volunteer Renewal Application Form (2 pages)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our vulnerable population and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership. Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry in a position of trust with children, youth or vulnerable adults. The information gathered here will be used for the purposes of supporting the ministries at Creekside Community Church.

Full Name _____

Address _____

Postal Code _____ Email _____

Phone Number (Primary) _____ (Secondary) _____

In what ministry program(s) are you currently involved?

In what other ministry program(s) do you plan to become involved?

Have you at any time ever:

• Been arrested for any reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Been convicted of, or pleaded no contest to a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Been arrested or convicted for any abuse related crimes?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you aware of:

• Any traits or tendencies you personally have, that could pose any threat to children, youth or others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Any reason why you should not work with children, youth or others?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of these questions is 'yes', please explain in detail:

I understand that if my character or morals are deemed by Creekside Community Church leadership to be inappropriate and/or criminal at any time during my volunteer service, Creekside Community Church will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Creekside Community Church prior to, at, or following the date of volunteer service.

I understand that Creekside Community Church is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the constitution, bylaws, polices or procedures of Creekside Community Church, and upon discussion with the church leadership, we are not able to resolve the issue, I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct. I accept and agree to adhere to the Statement of Faith of Creekside Community Church.

Signature of Applicant _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of screening Volunteers and placing them into ministry with children, youth and vulnerable adults. The information gathered here will be used for the purposes of supporting the ministries at Creekside Community Church.

Appendix 10 - Limited Access Agreement

Date: _____

Reason for Meeting:

On behalf of the leadership of Creekside Community Church, I would like to welcome you to participate in the worship and congregational life of our church. We want you to know that we see you as a very important and valued part of God’s family. In light of all that has taken place, there are some guidelines that we feel must be followed. These guidelines are not meant to be punitive but to ensure safety and peace of mind for the congregation and yourself. You must or must not:

- _____
- _____
- _____
- _____
- _____

I, the undersigned, accept the following people as accountability partner(s). I agree to these accountability partners being made aware of the circumstances of my situation and the contents of this agreement.

(Accountability Partner #1)

(Accountability Partner #2)

(Accountability Partner #3)

I have read and agree to abide by the conditions of this agreement.

I understand that any violation of this agreement may result in

I understand that this covenant will be reviewed every _____ and will remain in effect for

_____.

Violator's Signature: _____ Date: _____

Violator Printed Name: _____

Pastor's Signature: _____ Date: _____

Pastor's Printed Name: _____

Elders Signature: _____ Date: _____

Elder's Printed Name: _____

6 Document Version History

Date	Version	Changes	Author(s)
October 21, 2021	1.0	Approved by Council	BProudfoot