



Leadership Guidelines

Updated: January 2024

Leadership is service, but not all service is leadership.

Some in lead through discipleship. Some through teaching or preaching and some lead in caring for the details that keep a program moving in a safe and positive direction. One thing all forms of leadership have in common is the spotlight. Like it or not, leading means people looking up to you and the example you set. This is especially true when working with children. We set the example they follow!

Why lead?

Matthew 18 “At that time the followers came to Jesus. They said, “Who is the greatest in the holy nation of heaven?” ² Jesus took a little child and put him among them. ³ He said, “For sure, I tell you, unless you have a change of heart and become like a little child, you will not get into the holy nation of heaven. ⁴ Whoever is without pride as this little child is the greatest in the holy nation of heaven. ⁵ Whoever receives a little child because of Me receives Me. ⁶ But whoever is the reason for one of these little children who believe in Me to fall into sin, it would be better for him to have a large rock put around his neck and to be thrown into the sea.”

Childlike faith is a foundation for true faith and Godly leadership. **Leaders “lead” because God leads them to do so, not because they get some benefit or authority out of it.**

How to lead:

To be a Christian is to follow a calling, to be more like Christ. A Christian Leader inspires that in others. But leadership isn’t always a “doing” action...

Luke 10:38-42 “As Jesus and His disciples were on their way, He came to a village where a woman named Martha opened her home to Him. ³⁹ She had a sister called Mary, who sat at the Lord’s feet listening to what He said. ⁴⁰ But Martha was distracted by all the preparations that had to be made. She came to Him and asked, “Lord, don’t you care that my sister has left me to do the work by myself? Tell her to help me!” ⁴¹ “Martha, Martha,” the Lord answered, “you are worried and upset about many things, ⁴² but few things are needed—or indeed only one. Mary has chosen what is better, and it will not be taken away from her.”

Sitting at the Lord’s feet to learn is more important than doing.

Guidelines and qualifications for service in leadership:

Bible teaches that the church is the “*pillar and foundation of truth*” (1 Timothy 3:15). It represents God the Father, Jesus Christ God’s Son, and the Holy Spirit here on earth. This high calling requires that **each person in the church must make God the authority in all circumstances.**

Scripture teaches that true Christian faith is a personal matter, a “*meditation of the heart,*” but that living by faith is an outward expression that is heard by the “*words of the mouth*” so the world can hear. **Service starts with salvation, a decision of the heart and mouth.** Romans 10:9.

All believers struggle with sin. We’d be lost without the forgiveness of Jesus Christ. We need a daily filling of God’s Word and His Holy Spirit if we are ever going to be able to serve others as God would have us do. **Church membership is an important qualification for leadership** because in the process of membership, each member affirms their commitment to the Word of God and to the accountability of each other.

“May the words of my mouth and the meditations of my heart be pleasing to you O Lord, my Rock and my Redeemer.” Psalm 19:14

A leader in The Faith requires the whole package; personal inward faith, a clean testimony that others can see and confirm, and connection to the local church!

Leadership does not require perfection, if it did, there would be no human leaders. It requires learning and sacrifice-

“I urge you, brothers in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God- this is your spiritual act of worship.” Romans 12:1

Sacrifice... The Bible teaches that we should sacrifice our bodies and with them, our natural way of life so that God can give us new life that’s holy and acceptable! Each of us needs to examine our own lives.

Are our passions and goals holy and pleasing to God?

They must be if we are to lead others to Christ.

Romans 12:2, “Do not conform any longer to the pattern of this world, but be transformed by the renewing of you mind...”

The prefix “*con*” in “conformed” literally means “with”, and the prefix “*trans*” means “above and beyond”. Read the verse again with this expanded meaning:

“Do not *be with* the pattern of this world, but *above and beyond* it by the renewing of your mind...”

Christian leaders are required to live a life that doesn't blend in with the lives of the lost. They rise above and beyond the mixed messages and moral gray zones. Christian leaders must show, like Jesus Christ did, that God loves the world and wants to save it from sin. Christians live in the world because that's where Christ is needed, but they never live like the world; instead, they ‘rise above’.

“You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.” Matthew 5:13-16

Jesus spoke those words to a large crowd that had been following Him. Not long after, many lost interest and went home. Some resented Jesus because they hadn't gotten what they wanted from Him. But some stayed with Jesus and became His followers. Jesus later called them salt and light! Salt brings zest and preserves. Light helps people see what they would have otherwise missed. That's exactly what Christian Leadership is supposed to do! **Christian leadership follows Jesus and is passionate about truth.** Salt and Light leadership is powerful; like a city on a hill, it can't be missed! This means BOTH our good and bad behavior and words stand out! If leaders live in sin, their salt and light are compromised and hurt the work of Christ.

When to lead:

Our lives are like the seasons. *“There is a time for everything, and a season for every activity under the heavens” Ecclesiastes 3:1.*

Seasons last for a set time. Leadership in the youth at Eliot Baptist is a yearlong commitment that begins and ends with the academic school year.

Is this your season to lead? Consider:

“A large crowd was following Jesus. He turned around and said to them, ‘If you want to be My disciple, you must hate everyone else by comparison- your father and mother wife and children brothers and sister- yes, even your own life. Otherwise, you cannot be My disciple. And if you do not carry your own cross and follow Me, you cannot be My disciple. But don’t begin until you count the cost...” Luke 14:25-28

If you intend to lead the youth at Eliot Baptist church because doing so means following the Lords leading, it must be priority. Family needs are important, so are personal desires, but none of these are more important than being faithful to your calling to serve in leadership. **Such a heavy statement should give EVERYONE pause.**

Please remember, this does not mean a leader has to attend every event, but it does mean being responsible, faithful, communicating when you are going to be away and only doing so when you know you have God’s blessing, not when other desires get in the way. Freedom in Christ is a hallmark of mature faith. Leaders must wrestle with this daily. **Stop here and read Galatians 5 before going any further.**

If at any time leading means doing your family a disservice, then there is a problem!

“An overseer must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church?.” 1 Timothy 3:4-5

Christian leaders understand the weight of service and lead in such a way as to build up the kingdom of God. Sometimes that means stepping back from leadership for a season.

Youth Leader Selection Requirements

1. An application to serve as a Youth Leader must be completed.
2. A personal interview will be conducted with EBC church leadership.
3. A criminal background check and/or fingerprinting must be completed. This will include a Child Abuse History Clearance from the Maine Department of Human Services.
4. Personal qualifications will be appraised by an appropriate representative of EBC church leadership. Existing leadership reserves the right to either select or deny any adult the opportunity of working with children or youth based on personal interview and background check results. Individuals with a prior conviction/guilty plea from child abuse/molestation will be excluded from service with children/youth.



Word's Gettin' Around!

Group Goals

- Build a Christ centered family for everyone to enjoy. A community where people listen to each other are free to question, yet also give and receive genuine love.
- Craft an intentional environment that offers everyone the opportunity to know Jesus and be saved from sin, then to grow in mind and spirit.
- Connect the life of the youth group with the life of the Lord's Church.
- Support students in the Youth Group and pray for opportunities and the ability to reach many more.

GAME PLAN

Youth Leaders have a relentless pursuit to inspire and instruct the hearts of youth to know Jesus Christ!

- **Youth Leaders are committed, genuine servant leaders-**
1 Peter 2:5-13; John 13:1-17
- **Youth Leaders embrace different roles in ministry for one unified purpose.** *1 Corinthians 12*
- **Youth Leaders keep short sin accounts with God and others. Their hearts are open, and their lives are available to the students they serve.**
- **Youth Leaders stay connected to the life of the church and attend Sunday morning services regularly. Youth leaders participate in more than student activities, they stay connected in adult ministry to help their faith grow.**
- **Youth Leaders learn the names of the students and pray for them daily.**
- **Youth Leaders connect with students. They build bridges of ministry through,**
 - **Evangelism.** <https://www.cru.org/us/en/train-and-grow/share-the-gospel.html>
 - **Discipleship.** <https://www.cru.org/us/en/train-and-grow/help-others-grow/discipleship/what-is-discipleship.html>
- **Youth Leaders keep learning and stay accountable. Youth Group review meetings and annual training are imperative.**

Code of Conduct

“Care for the flock God entrusted to you. Watch over it willingly, not grudgingly- not for what you will get out of it, but because you are eager to serve God. Don’t lord it over the people assigned to your care but lead them by your good example. And when the head Shepherd comes, your reward will be a never-ending share in His glory and honor.” 1 Peter 5:2-4

- **Honor God** in all you do and say. Build up, never tear down the work of Christ or the people He loves.
- **Physical touch** must be appropriate at all times. Never touch a student anywhere that would be covered by a one-piece bathing suit. Appropriate touch NEVER needs to be done in secret. Use restraint in play by using as little force as necessary.
- **Transportation Guidelines**. Safety is paramount. All laws and limits must be followed when transporting students. Students cannot transport other student on youth events without parental consent confirmed by a leader.
- **Rule of three**. All Youth Group activities will be supervised by at least two adults. Unless parental consent is given, at least two adults must be actively supervising whenever a student is present. In addition, students should not be alone with other students, regardless of age or gender. This “rule of three” offers accountability and protection for all from accusation. More importantly, it keeps leaders in the mix and students connected to the greater group. Leaders take responsibility to assure a safe environment for all students. The ultimate aim isn’t behavior modification, but rather, to provide good soil, an environment where the Gospel can be heard and seen,
 - **Visibility**. Doors must be kept open whenever possible except for reasons of safety or excessive noise during youth activities. Doors that need to be closed should never be locked or blocked and visibility must remain present through a window.

- **Individual counseling.** One-on-one interaction with youth should be avoided. There should always be two adults present. If one-on-one counseling is imperative, it should be conducted in an environment that provides visibility from other adults and it should only be conducted with the permission of the child's parent(s) or guardian(s). This rule also applies to impersonal communication.
- **Communication guidelines.** No private communication should ever occur without parental consent. Examples include email, and text message conversations. If private communication must occur, another adult should be copied on the communication. It's a good idea to keep a record of any communications that involve sensitive subjects.
- **Privacy.** Use appropriate confidentiality when discussing student/family ministry issues.
- **Written permission** will be obtained from parents or guardians for overnight activities. This type of activity requires that same sex chaperones be present if both sexes are participating.
- **Obligation to report abuse-** The list for Mandatory reporters is lengthy. It includes any person who has assumed full, intermittent, or occasional responsibility for the care or custody of the child, regardless of whether the person receives compensation.
 - Any person affiliated with a church or religious institution who serves in an administrative capacity or has otherwise assumed a position of trust or responsibility to the members of that church or religious institution, while acting in that capacity, regardless of whether the person receives compensation.

Typically, a children's ministry leader must report abuse when a person knows or has reasonable cause to suspect that a child has been or is likely to be abused or neglected. Maine currently allows for clergy-penitent privilege in certain conditions. Maine law also offers this exception-**Citation: Ann. Stat. Tit. 22, § 4010**

“A child shall not be considered to be abused or neglected, in jeopardy of health or welfare, or in danger of serious harm solely because treatment is by spiritual means by an accredited practitioner of a recognized religious organization.”

Youth Ministry Volunteer Application

This application is to be completed by all applicants for any volunteer position for Eliot Baptist Church involving **the supervision** of minors. Not all volunteers are charged with this responsibility. Typically, this includes teachers and group leaders. This is not an employment application form.

Circle the program you will be serving with:

Youth Group

Mission Trip

Koinonia

Summer Bible Camp

Other_____

General Information:

Date _____ Name _____

Address _____ City _____ State _____ Zip _____

Work Phone _____

E-mail _____

Date of Birth _____ / _____ / _____

Do you regularly attend our worship services? **Yes / No**

If yes, when did you start attending? _____ (Approx. date)

Ministry Information

Are you currently serving in another church Ministry? If so, please list:

I have chosen to work with Youth at EBC because...

Have you personally and publicly accepted Jesus Christ as your Lord and Savior and are you committed to striving to display the character of Jesus through your life? **Yes / No**

References: List 3 adults you have known for at least 2 years, who are not related to you who have specific knowledge of your character and ability to work with children and who fit the classifications set forth below.

1. Our Church (or previous church) member or staff person:

Name: _____

Nature of association: _____

Length of time known: _____ Phone: _____

2. Employer or fellow employee:

Name: _____

Nature of association: _____

Length of time known: _____ Phone: _____

3. Social friend or neighbor:

Name: _____

Nature of association: _____

Length of time known: _____ Phone: _____

Previous Address:

If you have lived at your current address for less than 5 years, provide the following information for all addresses at which you lived during that period. (*Attach additional paper if necessary*)

Address: _____

City: _____ State _____ Zip _____

Dates from / to: _____

Present Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Job description: _____

Personal Disclosure Information: *Please circle appropriate response.*

1. Do you have children of your own? **Yes / No** Ages:
2. Have you ever been treated for a psychiatric disorder? **Yes / No**
3. Have you ever been arrested, convicted, or plead guilty to a crime? **Yes / No**

If yes, explain:

4. Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing, or molesting any child? **Yes / No**
5. Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above? **Yes / No**
6. Have you ever been convicted of the possession, use, or sale of drugs within the last 7 years? **Yes / No**

7. Within the past 30 days have you abused alcohol, legal or illegal drugs? **Yes / No**
8. Has your driver's license been suspended or revoked within the last 12 months? **Y / N**
9. Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church? **Yes / No** **If so please explain:**

Church History and Prior Children's Work:

Previous church work involving children (*list church name, city, state, and type of work*):

Previous non-church work involving children (*list each organization name, city, state, and type of work*):

Applicant's Statement:

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you any information (including opinions) that they have regarding my character and fitness for children's ministry. I authorize the release of the information contained in this application to any individuals who make decisions about placing applicants in available positions. In consideration of the receipt and evaluation of this application by Eliot Baptist Church, I hereby release Eliot Baptist Church and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church.

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

Applicants Signature: _____

Witness: _____ Date: _____

Parent Signature (if applicant is under 16): _____

Child and Youth Abuse Prevention Program

Introduction

To help protect children, Eliot Baptist Church (here after referred to as EBC) has adopted the following Child and Youth Abuse Prevention Program. It is important that all EBC paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Protection and an Acknowledgment to be signed by those people working with children.

Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth adults, members, volunteers, visitors, and paid staff.
2. Assist EBC in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

Definitions

The following terms are used herein and defined as follows:

1. *Paid Staff*: Any pastor, minister, preacher or employee who is paid.
2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
4. *Volunteer*: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
5. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, advances, sexual gestures, sexual touching, fondling, molestation, assault or other intimate physical contact compelling another person

to engage in a sexual act by threats or fear or undue influence, and providing or displaying pornographic materials to another person.

6. *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

Volunteer and Employee Screening Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. Employment Application and Volunteer Application: Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles and reasons for leaving.
- Names and addresses of schools attended and degrees earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.

Our Volunteer Application includes questions regarding:

- Current address.
- Volunteer experience.
- Criminal history information.
- Personal references.

2. Conduct interviews with applicants.

If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.

3. Contact all listed references for volunteers. Contact each of the volunteer applicant's references and ask for any information that might help determine the applicant's suitability for the position.

4. Criminal Background Check: EBC will conduct a criminal background check that may or may not include fingerprinting on all paid staff. Volunteers who are entrusted with the responsibility to care for and supervise minors will undergo the same. All criminal background checks will be updated periodically.
5. Church Membership: paid staff, volunteers such as committee leaders and those tasked with leading a ministry must first become members of Eliot Baptist Church. This provides a public accountability, submission to Biblical authority and the opportunity to assure all members share common Biblical standards.

Confidentiality

Information obtained through the screening application, reference check, interview, and criminal background check will be kept in confidence among church leadership, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted. These materials will be archived.

Supervision Procedures

Unless an extenuating situation exists, EBC:

1. Will have adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
4. Will use two paid staff or volunteers when transporting minors in vehicles.
5. Will require that young children be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
6. Will encourage minors to use a “buddy system” whenever minors go on trips off of EBC grounds.

Behavioral Guidelines

All volunteers and paid staff will observe the following guidelines:

1. Do not provide anything prohibited by law to minors.
2. To the extent possible, EBC events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two paid staff or volunteers will be in the room when minors are present. Speaking to a minor or minors one-on-one should be done in public settings.

4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not the needs of the volunteer or paid staff.
5. Never engage in physical discipline of a minor.
6. If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
7. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance, reporting such an incident to those in authority.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offences outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outline below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offences disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.

Sexual Offender at EBC

EBC may allow a person known to be a sexual offender to remain or become a member of the congregation, but they must adhere to specific guidelines. However, first check with the offender's probation/parole officer for any restrictions regarding attending services or other function where children are present. Ask the probation/parole officer to put any restrictions in writing. If restriction do not prohibit offender participation, the following additional requirements must be implemented and remain in force at all times involving any known sexual offender:

1. The convicted sexual offender cannot participate in any of the child or youth programs in any way.
2. The convicted sexual offender can only participate in a predetermined service each week.
3. The convicted sexual offender must report in and be assigned to an escort who will accompany him/her at all times.

Response to Sexual Abuse

EBC will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feeling of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. An Elder approved person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to the church insurance carrier.
3. EBC may suspend (with or without pay) the alleged offender while a confidential investigation is being conducted.
4. Findings from an investigation will be shared with the Elder Board of EBC.
5. A member of the Elder Board will meet with the alleged perpetrator and notify him/her parents or guardians, and notify them of the results of the investigation and recommendation for actions.
6. During the investigation, a member of the Elder Board of EBC shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
7. A member of the Elder Board of EBC (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
8. Communicate with those affected by the ministry of the alleged perpetrator.
9. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of the EBC Elder Board.

Child and Youth Abuse Prevention Program Acknowledgement

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be constructed in any way as a contract of employment. EBC reserves the right to make changes to the content or application of this program and to implement those changes with or without notice.

The terms defined herein are defined for the purpose of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with EBC or any related or associated entity and instead are to be used with this document.

I have received a copy of the EBC Child and Youth Abuse prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of EBC.

Print Name

Signature

Date

Agreement- initial and sign:

_____ I certify by that no civil, criminal or ecclesiastical complaint has ever been sustained* or is pending* against me for personal or sexual misconduct; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct.

_____ I also certify that I have read the full policy of Eliot Baptist Church regarding Youth Leadership and Sexual Misconduct, and agree to work co-operatively and in compliance with its requirements and those of the law while I am serving.

The information contained in my Criminal Background Check Personal Information Form, on file with Eliot Baptist is accurate to the best of my knowledge, and may be verified. I hereby authorize Eliot Baptist Church staff and Elders to inquire concerning any civil or criminal records, or any judicial or ecclesiastical proceedings involving me as defendant related to sexual misconduct. By means of this release, I also authorize any previous employer, and any law enforcement agencies or judicial authorities, or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct, to the entity to which my Personal Information Form or Application is being sent.

I have read this certification and release-form, and fully understand that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature

Date

Printed/ Typed Name

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with **Eliot Baptist Church** (“Client”), I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics, or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends, or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

Residents of California and Maine only:

Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on this Disclosure and Authorization.

TODAY'S DATE _____

Signature _____

LAST NAME _____

FIRST NAME _____

MIDDLE NAME/INITIAL _____

HOME ADDRESS, City, State, and zip code:

SSN D/L or STATE ID STATE ISSUED

EMAIL ADDRESS _____

For identification purposes only, please provide FULL DOB: _____

Please List Other Names Used _____

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