

CORNERSTONE

B I B L E C H U R C H

August 2024

Dear Teachers and Volunteers,

Thank you for your dedicated service to our children. As we seek to help children know Christ, grow in Him, and go tell others about His saving grace, we face a variety of challenges. Some of those challenges involve navigating in an increasingly unpredictable world.

To better protect our children as well as the church body, we have revised our teacher and volunteer policy. The policy will include volunteer guidelines and requirements, a volunteer application and personal interview as well as a background check for adults (age 18 and older). All current and future teachers and adult volunteers will be required to complete this process. For adult volunteers, we will be utilizing a BCI (Ohio Bureau of Criminal Investigation) background check that is of the same standard conducted by local public schools. **BCI background checks will be required to be renewed every three years.**

BCI background checks are conducted by the Geauga County Sheriff's Office Post 2, 13349 Kinsman Road, Burton. **Background checks are scheduled by appointment only.**

To schedule an appointment, visit <https://geaugaccwscheduling.as.me/> choose the **Fingerprinting NOT for CCW option**

This is a simple 10-to-15-minute process. It involves a one-page form (included here so you can fill it out in advance), and you will be required to have your fingerprints taken. Fingerprints will be taken digitally by a scanner, There is a \$30 fee. The sheriff's office will take checks made out to Geauga County Sheriff's Office, or the exact dollar amount only if paying in cash. Cornerstone will reimburse you when you provide a receipt. If it is not convenient for you to be reimbursed, please notify us in advance and we will give you a check payable to the sheriff's office in advance.

A valid driver's license or some form of photo ID is required. If you have questions regarding the background check process, please contact Alan Skeen at 440-477-1294.

Thank you again for your dedication to loving our kids for Jesus and teaching them about His love for them. You are a blessing to the children as well as to their parents. The harvest is great, and children look to you for a better understanding of Jesus. Never underestimate your role as a teacher or children's ministry volunteer.

Your brothers in Christ,

Cornerstone Board of Elders

Volunteer Guidelines For Sunday School, Kid's Kingdom, Nursery, Launchpad, Vacation Bible School, and all Other Children Ministries

1. Volunteer Screening Procedures: All approved Volunteers shall have attended Cornerstone on a regular basis for a minimum of six months, completed a volunteer application and interviewed with an elder or the Children's Ministry leader. All helpers/ volunteers must be youth group age (7th- 12th) or older and consistent attendees of Cornerstone Bible Church. Adults (age 18 and older) shall complete a BCI background check from their local Sheriff's Department. All Nursery workers must be female. Children not requiring nursery care should not be in the nursery. Any person with a history of physical or sexual abuse will not be permitted to serve in Student Ministries. Any information that is received after a volunteer has begun serving that indicates that he/she now poses a threat to others in any capacity will result in immediate removal of the volunteer.

2. Check-in Procedures: All children from infant through 5th grade must be checked in with a number tag at the Children's Ministry Welcome Table. Parents/guardians must keep a corresponding tag for themselves.

3. Check-out Procedures: Volunteers from nursery through 5th grade must match the code on the parent's tag to the security code on the child's badge when being picked up. Volunteers must notify the Children's Ministry leader if a parent has lost their tag. No child in grade 5 and under will be permitted to leave their classroom until a parent or guardian arrives to pick them up. Guardians must be at least 16 years of age. Exceptions to guardian age will be made in special circumstances at the discretion of Children's Ministry leader and with parental/adult guardian approval.

4. Volunteer Ratio Procedures: No volunteers are to ever be alone with an individual child during a service or event. Every classroom or environment, whenever possible should have at least two approved volunteers or staff present. No child or group of children shall be left unattended at any time. Considering specific age ratios and that whenever possible a teacher and helper should be present; nursery age should be at least a teacher and helper to 8 children. Children 2 -3 years old should have a teacher and helper to 16 children ratio.

5. Discipline/Contact Policy: No volunteers are permitted to spank, hit, grab, shake or otherwise physically discipline anyone. Disciplinary problems should be reported to the Children's Ministry leader and parent/guardian. If a child continues to be disrespectful, disobedient, or disruptive after being warned by the teacher, the helper shall go get the parent. Workers should avoid the appearance of impropriety, such as sitting older children on their lap, kissing, or embracing others, etc.

6. Guest Policy: Any child visiting with a friend must register and get a tag from the Children's Ministry Welcome Table. Any parent/guardian wishing to observe or needing to remain with a child for behavioral or medical reasons **must receive a tag** and are permitted to do so only at the discretion of ministry leaders. They shall not be allowed to be alone with children, lead children in activities or small groups, or care for any child other than their own. Parents/guardians will not be permitted in the nursery, except when paged or in need of changing the diaper of a child out of nursery age, or nursing mothers.

7. Restroom Usage: Children 5 years of age or younger (boys and girls) should be assisted as needed by a female volunteer. If assistance is needed, the door should remain slightly ajar, asking the child to do as much as possible. Teen Volunteers that take children to the restroom must wait outside the restroom door. Only female volunteers may change a child's diaper, and for children out of nursery, parents must be paged to take care of the diaper change. For children in Kindergarten-5th grade, one approved volunteer should take the child to the restroom, ensure that the facility is safe, and then wait outside the restroom until the child(ren) comes out. This person should typically be a teacher, and if they are unavailable, it should be a female volunteer when possible. If help is needed, a parent should be notified. Adults & staff should not use any restrooms designated for children. Volunteers are never to touch children's private areas except when necessary, as in changing a diaper.

8. Evacuation of Building: In the event of an emergency that requires building evacuation, the Children's Ministry leader will serve as the point person for evacuation. Nursery children are to be placed into the crib and the crib wheeled out to the predetermined designated assembly area. Volunteers should have their group form a line and walk to the nearest emergency exit. One small group leader should lead the line and at least one should be at the back of the line. Teachers will be the last to exit the building after ensuring that all classes have exited safely and assembled in a predetermined designated area. Each teacher should have their attendance sheet and make certain all their students are accounted for. Volunteers are to remain in the parking lot with their group until parents arrive to pick up their children.

8. Procedures for general wellness: Children and volunteers who exhibit signs of illness will not be permitted in the classrooms. Symptoms of illness include but are not limited to:

- | | |
|---------------------------------|---------------------------------|
| - Fever above 100° F | - Persistent Runny Nose |
| - Persistent Coughing | - Uncharacteristic Irritability |
| - Watering Eyes or Eye Drainage | - Nausea or Vomiting |

In the event of a contagious situation (lice, chicken pox, etc.) parents will be notified by e-mail and/or posted signs/handouts, and/or phone calls, etc. Decisions re: notification methods will be left to the director of the area and will depend on the number of children potentially exposed to the contagion. Reasonable steps should be taken to avoid contact by anyone with bodily fluids of any kind. A first-aid kit will be available at the Children's Ministry Welcome Table.

9. Accident/injury procedure: If a student ministry volunteer encounters a life threatening situation (loss of consciousness, significant blood loss, difficulty breathing, etc.), they will immediately call 911. Simultaneously, another volunteer will notify the parents/guardian. Minor accidents will be handled in the area that they occur, and parents will be notified.

10. Transportation: Ministry volunteers should avoid transporting just one student in their car alone. When transporting a group of students, everyone (including the volunteer) must be wearing a seatbelt.

11. Volunteer Review: All ministry volunteers agree that background checks can be repeated at any time after the initial application, and at least every three years. Any arrests for a misdemeanor or felony, outside of minor traffic violations, shall be reported to the Children's Ministry Leader within 24 hours.

12. All student ministries volunteers and staff are mandated reporters of child abuse and neglect in accordance with Ohio Revised Code Section 2151.421 Reporting child abuse or neglect.

I have read/reviewed a copy of the guidelines. I agree to follow the procedures.

Name (Please print and sign)

Date



Children's Ministry Volunteer Application

Name: _____

Date: _____

Address: _____

Phone Number: _____ **Email:** _____

In which role would you like to serve?

TEACHER , TEACHER HELPER, VACATION BIBLE SCHOOL VOLUNTEER

NURSERY HELPER, LAUNCHPAD, OTHER: _____

Are you a member of Cornerstone Bible Church?	YES	NO
Have you read/reviewed a copy of and agree to follow the Volunteer Guidelines?	YES	NO
Will you allow the church to complete or obtain a BCI background check?	YES	NO
Have you ever been convicted of child abuse or sexual assault?	YES	NO
Do you believe you are living a life of purity according to Scripture?	YES	NO
Have you viewed any pornography in the past 6 months?	YES	NO

Is there any area of concern the pastoral staff could come alongside and help you in? If yes, please explain. YES NO

Please briefly share your testimony of faith in Jesus Christ.

Applicant Signature

Date

Request for a Background Check via WebCheck



BCI



FBI



BCI & FBI

Personal information (please print):

Name: _____

Type of photo ID _____

Date of birth: _____ SSN: _____

ID# _____

Address: _____

Phone # _____

City/State/ZIP code: _____

Email address: _____

Complete this portion only if an FBI background check is needed:

Sex: _____ Race: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Reason for background check (be specific) CHURCH CHILDREN'S MINISTRY VOLUNTEER

Ohio Revised Code number requiring background check: BCI NO ORC FBI _____

*If above reason is "Law Enforcement" specify the job title: _____

*If above reason is "Other", you must specify the actual reason for the background check: _____

Where should the results of this background check be sent?

Direct copy options (CIRCLE ONLY ONE)

Ohio Department of Education	Ohio Board of Nursing	Ohio Medical Board
PI/SG Ohio Dept. of Public Safety	Ohio Department of Liquor Control	Ohio Construction Board
BMV Dealer Licensing	BMV Deputy Registrar	Ohio OT/PT/AT Board
Ohio State Racing Commission	Ohio Department of Insurance	State Vision Professionals Board
OPOTA	Ohio Dept. of Agriculture - Hemp	Social Work Board
Ohio Board of Pharmacy	Lottery Commission	Child Care Center - Type A - ODJFS
Ohio Dept. of Commerce - MMCP		
Ohio Veterinary Medical Licensing Board	Ohio Division of Real Estate & Professional Licensing	State Speech & Hearing Professionals Board
<u>NONE</u>		

If Direct Copy option "NONE" was chosen above, or if the Direct Copy option chosen allows for a secondary copy, enter the mailing address below:

Agency name: CORNERSTONE BIBLE CHURCH Attn: ALAN SKEEN

Street address: 15029 ENTERPRISE WAY

City: MIDDLEFIELD State: OH ZIP code: 44062

Waiver information

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Investigation (BCI) to conduct a criminal records check for information relating to me. I also voluntarily and knowingly authorize BCI to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to CORNERSTONE BIBLE CHURCH. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI and their employees from all claims and liability related to this authorized criminal record review and dissemination. This authorization and waiver is valid for one year following the signature date below.

Applicant's name (please print)

Witness name (please print)

Applicant's signature

Date

Witness signature

Date

Parent/Guardian name (minor applicants only)

Parent/Guardian signature

Date

Please read and initial below

| _____ I have reviewed the information entered on this form, and I acknowledge that all information provided is accurate. I also understand that any mistakes or errors on this form are my responsibility.

| _____ I have reviewed the information entered on the WebCheck screen, and I verify that all of the information is accurate.

| _____ I have reviewed the FBI Noncriminal Justice Applicant's Privacy Rights letter.

I was offered a copy of the Privacy Rights letter and:

_____ Declined it.

_____ Took it with me.

_____ Requested that it be sent to me at the email address provided on this form.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).