

St. John Evangelical Lutheran Church  
175 E. Main Street  
New Freedom, PA 17349  
717-235-2315

## **CHILD PROTECTION POLICY**

*Adopted 7/12/2007*

*Last Revised 12/8/2011 /Approved 1/12/2012*

*This page intentionally left blank.*

## ***Table of Contents***

<b>CHILD PROTECTION POLICY .....</b>	<b>1</b>
<b>A. Mission Statement Regarding This Child Protection Policy (CPP) .....</b>	<b>1</b>
<b>B. Definitions.....</b>	<b>1</b>
<b>C. Approved Adult Criteria.....</b>	<b>3</b>
<b>D. Application Process to Becoming an Approved Adult .....</b>	<b>3</b>
<b>E. Forms .....</b>	<b>4</b>
<b>F. Appropriate Behavioral Guidelines .....</b>	<b>4</b>
<b>G. Reporting Suspected Child Abuse.....</b>	<b>6</b>
<b>H. Response to the Reporting of Suspected Child Abuse.....</b>	<b>6</b>
<b>I. Administering the Child Protection Policy .....</b>	<b>6</b>
<b>J. The Responsibilities of the Executive Committee Relative to the CPP.....</b>	<b>6</b>
<b>K. Violations of Child Protection Policy .....</b>	<b>7</b>
<b>L. Information Handling Procedures .....</b>	<b>7</b>
<b>Appendix A.....</b>	<b>9</b>

### **POLICY FORMS:**

<b>APPLICATION TO BECOME AN APPROVED ADULT .....</b>	<b>10</b>
<b>CHILD PROTECTION COVENANT.....</b>	<b>13</b>
<b>REQUEST FOR CRIMINAL AND CHILD ABUSE HISTORY CLEARANCE.....</b>	<b>14</b>
<b>PERMISSION SLIP .....</b>	<b>15</b>
<b>INCIDENT REPORT .....</b>	<b>16</b>
<b>DRIVER INFORMATION FORM.....</b>	<b>17</b>

# **CHILD PROTECTION POLICY OF ST. JOHN EVANGELICAL LUTHERAN CHURCH**

## **A. Mission Statement Regarding This Child Protection Policy (CPP)**

At Baptism, parents and sponsors promise to help baptized children live in the covenant of Baptism and in communion with the Church. Parents and sponsors promise faithfully to bring children to the services of God's house, to teach them the Lord's Prayer, the Creed, and the Ten Commandments, to place in their hands the Holy Scriptures and to provide for their instruction in the Christian faith. The purpose of this congregation's ministry with children and youth is to support parents in fulfilling these responsibilities and to invite into participation those children and youth who have not yet been baptized. This congregation assembles weekly around Word and sacrament. This community of faith provides opportunities for children and youth to learn about Christian faith, to develop an identity as part of the Christian community, and to serve others, following the example of our Lord Jesus.

This congregation's ministry with children and youth begins by striving to provide a safe environment and to provide caring and effective leaders. In an effort to promote this safe environment, the congregation binds itself to the Child Protection Policy described in this document.

To protect the safety of our children and youth employees and volunteers will be screened as to their acceptability for working with children and youth. They will be required to subscribe to our "Two Approved Adult Rule," (stated on page 7) and they will follow the guidelines set forth in this Child Protection Policy. Application forms to become an Approved Adult are located in the Appendix of this document.

St. John Evangelical Lutheran Church is committed to implementing and following this Child Protection Policy.

## **B. Definitions**

According to the Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63]), *child abuse* includes any of the following:

- i. Any recent act or failure to act by a perpetrator which causes nonaccidental serious physical injury to a child under 18 years of age;
- ii. An act or failure to act by a perpetrator which causes nonaccidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age;
- iii. Any recent act, failure to act or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age;
- iv. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning."

According to the Pennsylvania Child Protective Services Law (CPSL), the definition of *child sexual abuse or exploitation* is:

*"The employment, use, persuasion, inducement, enticement or coercion of any child to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer, depicting or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault, or other form of sexual exploitation of children."*

"*Sexual abuse*" refers to any interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching.

Sexual abuse and harassment can include the following:

- Verbal sexual suggestions, innuendoes, or jokes
- Leering or ogling
- Intrusive touching, including pats, squeezes, hugs, pinches, kissing, brushing against someone's body
- The use of pornography
- Sexual assault or attempted sexual assault

### **Child Protection Policy Definitions**

A **child or youth** is any person considered a minor under the laws of the Commonwealth of Pennsylvania, that is, a person who is under 18 years of age. A person who is incompetent is considered to be a child under this Policy irrespective of his/her age.

The Administrative Pastor (AP) is the pastor, or senior pastor, under "call" to the congregation. In the absence of a "called" pastor, or senior pastor, the Congregation Council shall appoint a pastor (associate, interim, etc.) to be the Administrative Pastor until a "called" pastor, or senior pastor, assumes his/her duties in the congregation.

A volunteer is anyone who provides services for the church and who receives no compensation in the form of salary, wages, or benefits.

A youth volunteer is anyone under 18 years of age who works under the supervision of two approved adults.

An **Approved Adult** is anyone over 18 years of age who has satisfied all the requirements of the Child Protection Policy and the application procedure for Approved Adults. An Approved Adult can be a volunteer or an employee of the congregation.

Approved Adults include:

- Sunday school teachers
- Vacation Bible school teachers
- Children's leaders
- Mentors

- Children’s choir directors
- Other adults who have satisfied all the requirements of Approved Adults, such as nursery volunteers

### **C. Approved Adult Criteria**

Approved Adults shall:

- have experience working with children, or demonstrated ability to learn, and are called by God to do his work;
- participate in church activities and maintain an active church membership in this congregation for six months or more; and
- complete the Application To Become An Approved Adult form
- satisfactorily pass background check(s) by civil authorities
- attend Child Protection Policy training
- read, understand and fully comply with all requirements herein.

Failure to comply with the above criteria is grounds for disapproval.

### **D. Application Process to Becoming an Approved Adult**

This congregation requires that adults complete the following application process in order to become an Approved Adult.

1. Complete the Application To Become An Approved Adult form (see Appendix A).
2. Give church officials the written authorization to obtain a “PA State Police Criminal Record Check” and “PA Child Abuse History Clearance” from law enforcement agencies or other criminal background check as deemed appropriate by the Executive Committee. New background checks are required for all applicants. Previous checks from other sources are not valid for this process.
3. Have maintained an active membership in the congregation for the past six months and continue to be an active member after being accepted as an Approved Adult.
4. Be prepared to act in a volunteer capacity working with the children and youth of the congregation when called upon.
5. Attend congregation-authorized CPP training as directed by the Executive Committee.
6. Sign a Child Protection Covenant acknowledging that the applicant has read and understood the Child Protection Policy and agrees to comply with it.
7. Begin working with children and youth upon receipt of a clear background check as determined by the Executive Committee.

Applications and related papers will be locked in a confidential file under the jurisdiction of the Administrative Pastor (AP).

## E. Forms

All forms necessary for becoming an Approved Adult in a paid or non-paid capacity, as well as permission slips for events not held at the church and incident reports are located in Appendix A. A brief description of each form follows.

### 1. **Application To Become An Approved Adult**

To be completed by all church members desiring to become an Approved Adult. Completed forms should be returned marked “Confidential” in a sealed envelope to the AP or Executive Committee Chair.

### 2. **Child Protection Covenant**

To be signed by all church members desiring to become an Approved Adult and returned with the application, in a sealed envelope marked “Confidential” to the AP or Executive Committee Chair.

### 3. **Request for “PA State Police Criminal Record Check” and “PA Child Abuse Clearance Form”**

To be completed by all church members desiring to become an Approved Adult. Completed forms should be returned in a sealed envelope marked “Confidential” to the AP or Executive Committee Chair. Results of the “Pennsylvania Child Abuse History Clearance” background checks will be mailed to the applicant’s home address.

### 4. **Permission Slip**

Permission slips are to be completed by the parent or guardian of the child and returned to the appropriate Approved Adult sponsoring the event.

### 5. **Incident Report Form**

Used to document reports of alleged misconduct to the proper authorities. This form shall also be used to document violations of this Procedure that are not reports of abuse or misconduct.

### 6. **Driver Information Form**

Driver information is supplied on this form.

## F. Appropriate Behavioral Guidelines

To ensure that a nurturing Christian environment for children and youth is maintained within the congregation, to protect children and youth who participate in activities sponsored by the church from sexual and/or physical abuse, and to protect the congregation’s members from false allegations of abuse, the congregation has adopted the following policy:

1. **Child Abuse Prohibited:** Those who accept the special responsibility of working with the congregation’s children and youth shall not violate that responsibility by causing physical injury which is non-accidental; mental injury which is non-accidental; sexual abuse or serious physical neglect of children.
2. **Sexual Abuse Prohibited:** Those who accept the special responsibility of working with the congregation’s children shall not violate that responsibility by having any interaction with a child where the child is being used for sexual stimulation of the adult or a third person. The behavior may or may not involve touching.

3. **Two Approved Adult Rule:** Two adults should be present during any children's church activity. At least one Approved Adult must be present. In situations that arise with only one adult present, the activity shall be conducted in open view of other youths and/or adults. Doors shall be left open or a window should allow easy observation of the room.
4. **Empty Room Policy:** After an activity, check rooms to ensure that all participants have vacated the room. This will prevent situations where abuse might occur.
5. **Expressions of Affection:** True expressions of affection toward children can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child or a pat on the back can be a small but significant act for both the adult and the child. That being said, adults must use caution and common sense when physically expressing affection toward children.
  - Respect a child's refusal of affection.
  - Never make a child feel uncomfortable.
  - Be aware of appropriate hand placement. A child or an observer could misinterpret a pat on the bottom or a bear hug.
  - Note that a body-to-body embrace, a touch on private areas (those areas covered by a bathing suit), or any type of kiss is inappropriate.
6. **Permission Slips:** Children and youth must have permission to participate in any overnight activity or any activity that takes place away from church grounds. That permission must be in writing, signed by a parent or guardian. It must identify the activity in which the child and youth will be participating. The Permission slips will list Approved Adults who will serve as chaperons. (See Appendix A.)  
 The Administrative Pastor and/or person(s) designated by the Administrative Pastor may waive the requirement for permission slips where a permission slip serves no useful purpose (for example when a child is accompanied by his or her parent or guardian-to the activity).
7. **Overnight Rule:** Additional adult chaperons who are not Approved Adults must have a "PA State Police Criminal Record Check" and the "Pennsylvania Child Abuse History Clearance" on file before participating in overnight activities. Overnight activities involving children shall be chaperoned by at least two Approved Adults. If the event involves children of both genders, then there should be at least one Approved Adult of each gender.
8. **Transportation of Children:** When children and youth are transported for church activities, by persons other than their parents, legal guardians or others directly appointed by their parents or legal guardians they, shall be transported in groups with at least one Approved Adult per vehicle containing children or youth. An Approved Adult shall possess a copy of the completed parental permission form for each child in their vehicle.
9. **Church-Designated Vehicle Drivers.** When children and youth are transported in vehicles designated by the Church, and not by their parents, legal guardians or others directly appointed by their parents or legal guardians, the driver shall be 18 years of age or older.



## **G. Reporting Suspected Child Abuse**

An employee, volunteer of any age or Approved Adult who witnesses or has any good faith suspicion or belief that a child involved in a childcare program or activity has been abused by anyone (including the child's family, guardians, an Approved Adult, or volunteer) must report such knowledge or reasonable suspicions to the Childline and Abuse Registry (800-932-0313). Thereafter, the person reporting such an incident shall also promptly notify the Synodical Bishop about any report to the Childline and Abuse Registry about suspected child abuse.

The person reporting the incident shall also promptly notify the Administrative Pastor of his or her report to the Childline and Abuse Registry.

All allegations of child abuse or serious physical neglect will be taken seriously by the Pastor(s), Congregation Council, and the Executive Committee. All incidents reported to the Administrative Pastor shall be documented by the Executive Committee.

The initiative for investigating alleged abuse shall not reside with the Administrative Pastor, the Executive Committee, the Church Council or the Congregation.

## **H. Response to the Reporting of Suspected Child Abuse**

The Administrative Pastor and Congregation Council shall carry out the explicit instructions of the civil authorities and Synodical Bishop in responding to the report of suspected child abuse.

## **I. Administering the Child Protection Policy**

The Church Council Executive Committee shall administer the CPP. The Church's constitution, bylaws and/or continuing resolutions shall determine the makeup and terms of the Executive Committee.

## **J. The Responsibilities of the Executive Committee Relative to the CPP**

1. Review and make recommendations to the congregation for revising congregation policy regarding the safety of our children.
2. Provide for training of all staff and volunteers working with the children regarding child abuse (physical and sexual) and congregation policy. Training shall be presented prior to work with children, and updated as directed by the Executive Committee.
3. Accept all applications of church members desiring to become an Approved Adult.
4. Delegate to the chair of the Executive Committee and the Administrative Pastor the task of reviewing all applications.
5. Obtain a "Pennsylvania State Police Criminal Record Check" and a "Pennsylvania Child Abuse History Clearance" for all applicants.
6. Monitor Approved Adults to ensure that policies are being followed.
7. Keep a file of all permission slips, which will be stored in the congregation office. Permission slips will be kept for three years following the event. If an incident of abuse is reported relating to an event, the permission slips for that event will be maintained indefinitely.

8. Keep the Congregation Council apprised of all activities of the committee.
9. Submit periodic educational statements regarding the activities of the committee for publication in the church newsletter.
10. Determine appropriate disciplinary action or disqualification in response to a violation or violations of the Child Protection Policy.

## **K. Violations of Child Protection Policy**

Persons who admit to, plead guilty to, or are convicted in a court of law of any form of physical or sexual abuse of a child will be immediately, permanently, and completely disqualified from working with children in the congregation. Persons who admit any type of physical or sexual abuse of a child, but who have not appeared in a court of law, will be disqualified from working with children in the congregation. The Executive Committee may disqualify any person from working with children in the congregation, as directed by the authorities or Synodical Bishop, while allegations of sexual or physical abuse are being investigated. The Executive Committee can temporarily or permanently disqualify any person(s) from working with children as the committee deems appropriate.

Alleged violations of the policy, other than abuse, shall be immediately reported to the Executive Committee chair or Administrative Pastor. The alleged violations of the policy, other than abuse, will be investigated by the Executive Committee, who shall subsequently meet with the person(s) involved. If the person(s) is found to be in violation of the policy, the Executive Committee will determine what disqualification or disciplinary action, if any, is necessary. The Executive Committee can temporarily or permanently disqualify any person(s) from working with children as the committee deems appropriate.

## **L. Information Handling Procedures**

The appropriate maintenance of forms mandated by this policy shall be a priority, especially in regards to the safeguarding of confidential information. Criminal convictions are matters of public record, and will not be treated as confidential information by St. John Evangelical Lutheran Church.

### **1. Application To Become An Approved Adult**

Completed copies of the Application To Become An Approved Adult will be placed in an envelope marked “CONFIDENTIAL – APPROVED ADULT APPLICATION – ADMINISTRATIVE PASTOR OR EXECUTIVE COMMITTEE ONLY - DATE” and filed in a locked filing cabinet. These completed forms will be maintained by the administrative assistant and available only to the administrative pastor, executive committee, civil authorities and ecclesial authorities. This is a confidential document, therefore there is a great expectation of privacy in regard to these completed forms.

### **2. Child Protection Covenant**

Completed copies of the Child Protection Covenant shall be maintained by the administrative assistant. This is a public document, therefore there is no expectation of privacy in regards to these completed forms.

### **3. Request for Criminal and Child Abuse History Clearance**

Completed copies of the Request for Criminal and Child Abuse History Clearance will be placed in an envelope marked “CONFIDENTIAL – REQUEST FOR

CRIMINAL AND CHILD ABUSE HISTORY CLEARANCE– CIVIL AUTHORITIES ONLY - DATE” and filed in a locked filing cabinet. These completed forms will be maintained by the administrative assistant and available only to the necessary civil authorities. This is a confidential document, therefore there is a great expectation of privacy in regard to these completed forms.

4. Permission Slip

Completed copies of the Permission Slip shall be maintained by the approved adult responsible for the activity requiring the Permission Slip. This is a public document, therefore there is no expectation of privacy in regards to these completed forms.

5. Incident Report

Completed copies of the Incident Report will be placed in an envelope marked “CONFIDENTIAL – APPROVED ADULT APPLICATION – ADMINISTRATIVE PASTOR OR EXECUTIVE COMMITTEE ONLY - DATE” and filed in a locked filing cabinet. These completed forms will be maintained by the administrative assistant and available to the administrative pastor and/or the executive committee, and the concerned parties. Completed incident reports may also be shared with civil and ecclesial authorities at the discretion of the administrative pastor and/or executive committee. This is a confidential document, therefore there is a great expectation of privacy in regard to these completed forms. However, there is also a potential that it may be necessary to share information contained in these completed forms with civil and ecclesial authorities. Therefore, the administrative pastor and/or the executive committee retain the authority to provide these completed forms to civil and ecclesial authorities.

6. Driver Information Form

Completed copies of the Driver Information Form will be placed in an envelope marked “CONFIDENTIAL – APPROVED ADULT APPLICATION – ADMINISTRATIVE PASTOR OR EXECUTIVE COMMITTEE ONLY - DATE” and filed in a locked filing cabinet. These completed forms will be maintained by the administrative assistant and available only to the administrative pastor, executive committee, civil authorities and ecclesial authorities. This is a confidential document, therefore there is a great expectation of privacy in regard to these completed forms. However, a roster of approved drivers will be available to all approved adults for planning purposes.

7. Roster of Approved Adults

A Roster of Approved Adults shall be maintained by the administrative assistant. The roster will be filed in a locked filing cabinet. The Administrative Pastor shall review the Roster of Approved Adults annually during the month of August. This is a public document, therefore there is no expectation of privacy in regards to this simple list of names. However, it is the wish of this congregation to provide a Roster of Approved Adults, for planning purposes, only to those specifically named on the Roster of Approved Adults.

# Appendix A

## Resources

ChildLine and Abuse Registry: 1-800-932-0313

Pennsylvania Department of Public Welfare: Child Abuse Neglect  
<http://www.dpw.state.pa.us/Child/ChildAbuseNeglect/>

Child Protective Services Law (Title 23 Pa. C.S. Chapter 23:  
<http://www.members.aol.com/StatutesP2/23.Cp.63.html>

Pennsylvania Megan's Law: <http://www.pameganslaw.state.pa.us>

ELCA Legal Counsel: <http://www.elca.org/legal/riskmanagement.html>

Safe Sanctuaries of the Central Pennsylvania Conference of the United Methodist Church:  
<http://www.safesanctuaries.org>

The *Reducing the Risk II* kit is an educational and training kit. The kit is available to borrow from the Lower Susquehanna Synod Resource Center (1-800-692-7282 x 115), or to buy from <http://www.reducingtherisk.com> (telephone 1-800-222-1840) at \$49.95.

For the forms "Request for Pennsylvania State Police Criminal Record Check" and Pennsylvania Child Abuse History Clearance Form," visit the Pennsylvania Department of Public Welfare at <http://www.dpw.state.pa.us/Child/ChildAbuseNeglect/003671038.htm>

For information about private companies that perform national background checks, visit <http://www.elca.org/legal/congregations/staffVolunteers.html>

**Application To Become An Approved Adult – Page 1**

*St. John Evangelical Lutheran Church  
175 E. Main St. New Freedom, PA 17349  
717-235-2315*

This application is a mandatory part of a process to assist the congregation in providing a safe, nurturing Christian environment for our children. Persons responsible for the supervision and care of our children are in a special position of trust and confidence. Therefore, all adults (18 years of age or older) seeking to work with the children of **St. John Evangelical Lutheran Church [the “Congregation”]** must complete this application.

**PERSONAL INFORMATION**

(1) Name \_\_\_\_\_ (2) Date of Application \_\_\_\_\_

(3) Current Residence and Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Tel (home) \_\_\_\_\_ (5) Tel(work) \_\_\_\_\_ (6) Cell Phone \_\_\_\_\_

(7) E-mail Address \_\_\_\_\_

(8) Permanent addresses you have maintained during the last five years, beginning with the most recent.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(9) Are you 18 years of age or older?  Yes  No

**CHURCH OR CHILD-RELATED WORK**

(10) Name and address of church (if any) of which you are now a member, if other than the congregation.  
\_\_\_\_\_

(11) Names and addresses of all churches you have attended on a regular basis at any time during the last five years.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(12) Describe any church work you may have done with children at any time during the last five years. Include the church’s name, address, dates of participation, and the names of persons that would know about your work.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application To Become An Approved Adult – Page 2**

(13) Describe any non-church related work you may have done with children at any time during the last five years. Include the organization’s name, address, dates of participation, and the names of persons that would know about your work.

---

---

---

(14) List your talents, training, education, etc, that might help enrich the lives of our children. Describe the type of work you prefer.

---

---

---

**I agree that the information contained in this application is correct to the best of my knowledge.**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT’S PERMISSION FOR THE DISCLOSURE OF INFORMATION ABOUT THE APPLICANT AND APPLICANT’S RELEASE OF ALL CLAIMS AGAINST PERSONS OR ENTITIES THAT DISCLOSE INFORMATION OR GIVE OPINIONS ABOUT THE APPLICANT**

I understand and agree that the congregation may contact the churches and references identified above and others who may be identified by those listed above. I authorize these references or churches or others to give you any information (including opinions) that they may have regarding my character and fitness for work with children. I also understand and agree that law enforcement authorities or any other person or entity with access to records of criminal arrests or convictions may be contacted during the consideration of this application. I authorize these law enforcement authorities or any other person or entity to provide information regarding criminal arrests or convictions. In consideration of the receipt and evaluation of this application by the congregation, I hereby release the congregation and any individual, church, youth organization, employer, reference, or any other person or entity, 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 any person’s or entity’s disclosure of information about me or the expression of an opinion about me.

I further state that I have carefully read the foregoing release and understand its content. I am signing this release freely and voluntarily.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>FOR ADMINISTRATIVE PURPOSES</i>	
_____	<b>APPROVED</b>
_____	<b>DISAPPROVED</b>
SIGNED:	_____
DATE:	_____
DATE APPLICANT NOTIFIED:	_____

## Application To Become An Approved Adult – Page 3

---

### Definitions

According to the Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63]), *child abuse* includes any of the following:

- i. Any recent act of failure to act by a perpetrator which causes nonaccidental serious physical injury to a child under 18 years of age;
- ii. An act or failure to act by a perpetrator which causes nonaccidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age;
- iii. Any recent act, failure to act or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age;
- iv. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning."

According to the Pennsylvania Child Protective Services Law (CPSL), the definition of *child sexual abuse or exploitation* is:

*"The employment, use, persuasion, inducement, enticement or coercion of any child to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer, depicting or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault, or other form of sexual exploitation of children."*

"*Sexual abuse*" refers to any interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching.

Sexual abuse and harassment can include the following:

- Verbal sexual suggestions, innuendoes, or jokes
- Leering or ogling
- Intrusive touching, including pats, squeezes, hugs, pinches, kissing, brushing against someone's body
- The use of pornography
- Sexual assault or attempted sexual assault

## Child Protection Covenant

---

I accept the responsibility to nurture the Christian faith and well being of the children and youth of **St. John Evangelical Lutheran Church**, and to care for them as Christ cares for me.

“I ... will tend the flock of God that is in my charge... willingly, as God would have me do it...” --I Peter 5:2

I have read and understand and agree to abide by the Child Protection Policy of **St. John Evangelical Lutheran Church**.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*



## Request for PA State Police Criminal Record Check and PA Child Abuse History Clearance

---

I hereby request the Pennsylvania State Police Department to release to **St. John Evangelical Lutheran Church (the "Congregation")** and any of the congregation's agents or officials, any information pertaining to me that it may have or have access to regarding the arrest for or conviction of a crime or regarding any child abuse history. I also hereby request the Pennsylvania Department of Public Welfare to provide the congregation with the "Pennsylvania Child Abuse History Clearance." I hereby release the Pennsylvania State Police, the Pennsylvania Department of Public Welfare, and the congregation, including their respective agents and employees from any and all liability resulting from such disclosure.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Complete Name \_\_\_\_\_

Print Maiden Name (if applicable) \_\_\_\_\_

Print all aliases \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Event Date: \_\_\_\_\_

St. John Evangelical Lutheran Church  
175 E. Main St. New Freedom, PA 17349

Return Slip by: \_\_\_\_\_

717-235-2315

**Permission Slip**

*Items 1, 5 & 6 are to be completed by the parent or guardian.  
Items 2, 3 & 4 are to be completed by the organizer(s) of the event.*

(1) \_\_\_\_\_ has my permission  
to participate in the following child/youth group activity:

\_\_\_\_\_  
\_\_\_\_\_

(2) The group will leave from the church at (time/date) \_\_\_\_\_  
and return at (time/date) \_\_\_\_\_

(3) Chaperons for this event will be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Your child is asked to bring \_\_\_\_\_  
\_\_\_\_\_

(5) In case of emergency, call \_\_\_\_\_

(6) In am willing to chaperon/drive if needed:     YES     NO

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

## Incident Report

---

Name of child \_\_\_\_\_ Date of report \_\_\_\_\_

Parents/Guardians of child \_\_\_\_\_

Person(s) involved in alleged misconduct \_\_\_\_\_

Date, time and location of incident \_\_\_\_\_  
\_\_\_\_\_

Description of incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any other witnesses? Yes \_\_\_\_\_ No \_\_\_\_\_

Please comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
I am a mandatory reporter.  
\_\_\_\_\_  
I choose to remain anonymous regarding this incident.  
\_\_\_\_\_  
I have reported or intend to report this incident to criminal authorities.

THE ABOVE INFORMATION IS FREELY PROVIDED AND IS TRUE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Reporter's signature

\_\_\_\_\_  
Relationship to child

I have received this report and agree to follow appropriate policy and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## DRIVER INFORMATION for St. John Evangelical Lutheran Church

**Each driver must provide signature. Form applies only to church-owned or rented vehicles.**

By signing this form drivers (employees and volunteers) understand that a Motor Vehicle Record (MVR) may be secured for a record of their driving history.  
Drivers also give permission for subsequent MVRs to be run, without the need for a new signature.

DRIVER'S NAME As shown on License <<PLEASE PRINT >>	M /F	DATE OF BIRTH	DRIVERS LICENSE		VEHICLE DRIVEN	DRIVER SIGNATURE
			Number	State		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

\*\* If there are more than 10 drivers, please copy this form for use. \*\*

**NOTE:**

1. It is strongly recommended that **ALL** employees/volunteers who drive their personal vehicles for insured activities have minimum liability limits of \$100,000/\$300,000/\$100,000.
2. Church-Designated Vehicles: Drivers must be 18 years of age or older.
3. Rented or church owned vehicles: Drivers must be 25 – 70 years old. Youth Pastor can be 21-70 years old, with **NO** moving violations in the past three years. Drivers must have **NO** major moving violation and **NO MORE THAN ONE** minor moving violation for the prior three years. See list of violations below.

MAJOR	MINOR
Driving while intoxicated or under the influence of drugs.	Speed equal to less than 10 mph over the limit.
Failure to stop and report accident involvement.	Moving violation resulting in filing of evidence of Financial Responsibility.
Homicide/Assault while operating a vehicle.	Altered license or unlawful use of license or permit.
Driver's license suspended, revoked, cancelled, or barred.	Driving on the wrong side of the road or in the wrong direction.
Violation of Open Container Law.	Any passing violation.
Possession of alcohol or drugs.	School bus or school zone.
Motor vehicle theft.	Failures to yield at intersection, stop sign, or traffic device.
Manslaughter or vehicular homicide.	Failure to yield to emergency vehicle.
Carrying a concealed weapon.	
Felony use of a motor vehicle.	
Careless/reckless driving.	
Drag racing or participating in speed contests.	
Speed in excess of 10 mph over the limit.	