



YOUTH AND CHILDREN'S MINISTRY HANDBOOK

September, 2008

Gloria Dei Lutheran Church

**700 South Snelling Avenue
St. Paul, Minnesota 55116**

**651-699-1378
www.gloriadeistpaul.org**

**A PRAYER FOR GOD'S BLESSING
ON OUR MINISTRY**

**Most Caring God,
I have nothing to give my students
that you have not first given me.
Help me hear your Word
and live in its light each day.
Help me experience your Grace
and extend it to all I meet.
Help me be a reflection of your Son, Jesus Christ,
so that others may find his love in their lives.
In all I say,
in all I do,
in all I am,
let me glorify you.
In Jesus' name I pray.
Amen**

**A PRAYER FOR THOSE PASSING ON FAITH
AND THOSE RECEIVING IT**
Grant to the children of the world, dear God,
this gift above all,
that as they grow in strength and knowledge
they may also grow in grace
and enter into their heritage of faith in you.
Grant to all who seek to pass on faith
a lively sense of your love
and a willingness to impart it.
So may we all, young and older,
walk with Jesus
as children of our Loving Creator.
Amen

Gloria Dei Lutheran Church
YOUTH AND CHILDREN'S MINISTRY HANDBOOK
 Approved by the Congregation Council, 2002
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Greetings

Welcome to Youth and Children's Ministry at Gloria Dei!

Ministry with youth, children and their families at Gloria Dei Lutheran Church is a dynamic team effort. It takes the efforts and dedication of many people -- staff members, parents and volunteers -- to carry out this ministry. We are here to help all of our members grow in faith and take their place in our congregation and world as those who proclaim and embody the love of Jesus Christ.

This handbook contains the policies and procedures of our church relating to children's ministries, as well as many helpful suggestions for ministering to our children and youth. Some of these policies are required by our insurance carrier in order to reduce the risk of harm to our young people or our volunteers.

Whether you are the parent or guardian of a child in our program or a volunteer who serves in one of our many ministries with children and youth, it is important that you read this handbook. The safety, well being, and faith development of our young people depend on consistent and loving application of these principles.

If you have any questions regarding anything in this handbook, please feel free to call us at 651-699-1378, or e-mail us at the addresses below.

God be with you in your ministry to the youth and children of our church!

Yours in Christ,

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Gloria Dei's Mission Statement

The Mission of Gloria Dei: *By God's grace, we are called to be a caring, healing and welcoming community who proclaim and celebrate the love of Jesus Christ, lives as God's servants and seek justice for all people.*

Gloria Dei's Welcoming Statement

We believe that the gospel is God's gift to all people, to be shared unconditionally, without regard to age, race, gender, sexual orientation, socioeconomic or family status, or physical or mental abilities. We know that the world is often an unloving place and that the experience of alienation is all too common. To those who have felt excluded here or elsewhere, we extend a particular welcome in Christ's love. We rejoice that diversity has enriched, nurtured and challenged the life and ministry we share as members of the body of Christ and workers in the kingdom of God.

--Adopted by the Congregation, May 1999

Faith Formation Committee Mission Statement

The Mission of the Faith Formation Committee at Gloria Dei is *to support the members of Gloria Dei in their life-long learning and faith development by providing opportunities for Christian education and community.*

Faith Qualities for Youth & Children's Ministry

Volunteers at Gloria Dei are vital to our ministries. Many of our programs would not exist if it were not for the leaders who graciously commit their time, energy, and faith. Obviously, those who are willing to volunteer in ministries with children and youth care for young people, enjoy their company and want to be with them. But there are also other qualities that make people well suited for this ministry.

Here is a list of faith qualities recommended for those who volunteer with youth and children at Gloria Dei:

1. We believe we are justified by God's grace through Jesus Christ and not by our own actions. Baptism claims us as members of God's reign. We witness to a faith centered on the love of God as proclaimed in Christ Jesus.
2. We take the Holy Scriptures seriously as the foundation for our faith. We read them regularly and use them in our ministry with youth and children.
3. We believe God's grace comes to us through Word and Sacrament, and we worship regularly to participate in the means of grace.
4. We accept Gloria Dei's *Mission Statement* (see page 5). We strive to care for, welcome, and heal in our interactions with all young people and their families.
5. We understand Gloria Dei's *Welcoming Statement* (see page 5). We know of our commitment in being a Reconciling in Christ Congregation and our efforts in Dismantling Racism. We consciously work to welcome people who may have felt excluded here or elsewhere.
6. We witness to our faith by giving financially to the church and its wider mission. We support the benevolence efforts of Gloria Dei through our ongoing gifts to outside ministries, including the St. Paul Area Synod and the Evangelical Lutheran Church in America.
7. We model behavior we hope our young people will practice. We participate in educational and service opportunities, and strive to have an active prayer life. We look for ways of living our faith every day at home, at work, and in our community.
8. We strive through our ministry with youth and children to help develop and nurture Christ-centered relationships, and to create an enthusiasm for life-long faith development.

Policies

The following policies and principles are meant to protect and safeguard the children, youth, and volunteers of Gloria Dei, and to help us model safe, healthy, and appropriate behaviors in our ministries.

Definitions

1. For the purpose of these policies, we define **“children and youth”** as those people 17 years of age or younger, including all high school students. **“Parent”** denotes a child’s legal custodial parent(s) or legal guardian(s).
2. **“Volunteers”** are those people who actively serve ministries at Gloria Dei. The volunteer procedures listed here and on page 11 of this document refer to people who are assigned leadership and/or supervisory responsibilities with children and youth. **“Staff”** refers to paid employees of Gloria Dei Lutheran Church, and any interns or field education students who have been assigned to serve at Gloria Dei as part of their higher education training.

Inclusivity

1. Gloria Dei welcomes members, visitors, and friends to all of our ministries. We want to include as many youth and children as possible, and we encourage you to invite friends to come with you. Parents are welcome and encouraged to attend any activity with their child.
2. Gloria Dei will not discriminate against any person based on age, race, gender, sexual orientation, socioeconomic or family status, or physical or mental abilities.
3. Gloria Dei will welcome, include, and provide programming for children and youth who are carriers of blood-borne pathogens, including those infected with Hepatitis B virus and HIV.
4. Gloria Dei offers financial aid for all of our activities. If you or someone you know is unable to afford the fee for one of our activities, please contact a pastor or staff member to confidentially discuss a scholarship.

Supervision

1. Volunteers will work under a "Dual Supervision" policy wherever possible; i.e., two adult volunteers will be present at activities, classes, child-care situations, small groups, etc., except when single supervision has been authorized according to #2 below.
2. Single adult supervision situations may be permitted on a regular or recurring basis (such as Sunday School or Confirmation classes), provided parents of youth or children involved are notified in advance and have consented to single adult supervision for the duration of the recurrent period. (e.g. the Sunday School year, course of study or the like). **See Form VI**, page 19.
3. When youth or children ask to meet privately with staff members, staff will offer to meet with them in open areas, or in offices with windows or open doors. Staff will follow the guidelines for meeting with minors as described in the accompanying document, *“References for Youth & Children Workers and Volunteers.”*

Parental Supervision

Parents assume individual responsibility for their children when on the premises of Gloria Dei. Children are not permitted to be in the Gymnasium or in the Main Kitchen without adult supervision.

Drugs and Alcohol

The use of any controlled substance (including **alcohol, and all tobacco products**), and the misuse of any prescription or over-the-counter medication is prohibited at all youth events. This rule applies to youth and adult chaperones. (Exceptions: Communion wine and prescribed use of medications listed on parental permission slips.)

Overnight Events

1. Separate rooms or tents will be provided for male and female youth and chaperones at events. Participants will

respect the time limits placed on these rooms by chaperones or individuals who desire the privacy of their rooms.

2. Sleeping accommodations may not always permit an adult chaperone in every room, cabin, or tent. Adult supervision from outside the room or tent may be permitted provided parents of youth or children involved are notified in advance and have consented to such supervision within the past year. **See Form VII**, page 20.

Transportation

1. Transporting youth from one place to another during a youth event is the responsibility of adults at least 21 years of age and out of high school. All driving laws (especially those regarding speed limits and use of safety belts) are to be observed at all times. Drivers are required to fill out both sides of the "Use of Church Vehicles--Driving Policy," **Form V**, pages 17-18.
2. Youth transporting themselves or others to or from off-site events must have written permission of their parents and the parents of any of their passengers.
3. Parents are expected to notify adult leaders if their child(ren) will be leaving an event at a time other than the event's designated ending time.

Movies and Media

We do not show "R" rated movies to senior high youth, or "PG-13" or "R" rated movies to junior high youth or younger children unless the movie is judged to be relevant and appropriate by a member of the pastoral or program staff and publicized as part of an event. Music and video games with parental warnings describing violent or offensive content are inappropriate for use during church-sponsored events.

Water Trips

1. Wearing life jackets is mandatory for all youth and adults participating in all boating activities.
2. Chaperones may insist youth wear life jackets while swimming when deemed necessary.

Firearms and Fireworks

Fireworks, firecrackers, guns and any other explosive devices shall not be brought, purchased or used on any activity.

Medical Concerns

1. Parents shall not send their children to events, the nursery, rehearsals or classes when the child is contagious or exhibiting contagious symptoms. If a child begins to exhibit symptoms of any contagious disease, parents will be promptly notified and asked to take their child home.
2. Parents are responsible for informing staff/volunteers of any allergies or medical concerns of their child, and for helping us develop plans to address their children's concerns.
3. Children with open wounds or lesions will be required to keep wounds covered.
4. Gloria Dei will maintain confidentiality in regard to any health or medical information that has been shared with us. With parental consent, we may inform those staff and volunteers who are directly involved with a child or youth who need to know this information to ensure the health and safety of the child, themselves, or the other youth involved in the activity.
5. First Aid kits are available on each floor of Gloria Dei Lutheran Church. Locations of these kits are posted in the church office.
6. Only disposable diapers may be used in the nursery.
7. Only parents/guardians of children should change diapers of their child. Changing tables are available in the nursery and in several bathrooms around the building. If a child in the nursery needs a diaper change, his/her parent will be paged with the electronic nursery pagers.

Universal Precautions

Universal precautions shall be used in any situation where exposure to bodily fluids is possible. Any time a parent, volunteer or staff person treats an injury, or is exposed (or faces the possibility of exposure) to bodily fluids, he/she should follow these procedures:

1. Use disposable gloves while dealing with the injury. Dispose of them in a secured plastic bag.
2. Thoroughly wash hands with soap and water afterwards.
3. Place any soiled clothes in a sealed bag and give it to the parent/caregiver.
4. Place all waste and any contaminated paper or first aid products in a sealed plastic bag for disposal.
5. Disinfect the affected surfaces with a bleach solution (or Quat) when finished (available in custodian's closets and in the kitchen).

Discipline & Expectations

1. Children and youth are expected to be considerate and courteous to all adult leaders and peers. We treat other people, all physical property, and ourselves appropriately and respectfully.
2. Gloria Dei tries to keep children and youth fully interested and involved in activities, and therefore discipline problems are unusual. Occasionally, however, negative behavior does occur, which we address with the following steps:
 - Staff and volunteers use verbal reminders to encourage appropriate behavior. **At no time is physical punishment or abusive language permitted or condoned.**
 - If verbal warnings are not heeded, staff or volunteers separate a child briefly from an activity and offer the child an opportunity to modify his or her behavior.
 - If behavioral problems continue, the leaders contact the child's parent so the parent, leader and child can together discuss the behavior and make appropriate plans for further interactions.
 - If a child or youth cannot participate in an event or activity appropriately, a parent is contacted and will be responsible for transporting the child home.
3. Parents (and youth in 7th grade and older) are required to sign the Children & Youth Ministry Permission & Release Form (**Form VII**, page 20), which contains warnings prohibiting the possession or intentional misuse of controlled substances (including but not limited to tobacco and alcohol, prescription and non-prescription medications).

Accounting for Group Trips

Many ministries, retreats and mission trips sponsored by Gloria Dei cost more than our budget allows. Costs for such trips are normally paid by the participants. The supervisor shall develop a time schedule, plan and budget for each trip and will track changes accordingly as plans develop and registrations are received.

1. DEPOSITS & PAYMENTS

Minimum deposit to hold a reservation for a slot is \$100, or the total amount if the total cost is under \$100. If airfare is involved, a minimum of 50% of the ticket will be paid at the time of purchase of the ticket.

All costs/fees by each participant will be paid no later than 30 days prior to the start of the trip.

Participants or their parents will be kept informed of the total cost for each participant. This may be an estimated cost initially, but final cost information shall be provided when plans are finalized and the data is available.

2. REFUND OF DEPOSITS

Refunds will only be permitted to the extent that participant payments exceed costs that have been incurred on behalf of a participant. (e.g. If we have already paid registration costs, or a portion of transportation costs, a

refund cannot be given on that portion. On the other hand, if someone has paid \$200 down and we have incurred no costs, a full refund will be issued.) Any exceptions must be approved by the Senior Pastor.

3. FUNDRAISERS

Money raised through fundraising for a trip shall be recorded and credited to participant(s) on a basis determined by the supervisors and shall be tracked by the bookkeeper.

Procedures for Reporting & Responding to Abuse

Should a parent, volunteer or staff person observe, suspect or receive a report of any behavior or activity that conflicts with the policies of this handbook, or that seems abusive or destructive to a child, youth or volunteer, the following procedures shall be followed:

1. Step in and **STOP** the behavior or activity.
2. Contact a member of the Gloria Dei pastoral or program staff promptly for consultation.
3. After the safety of the youth or child is secured, and in consultation with the member of the pastoral or program staff, a plan will be discussed to confront the individual with his/her behavior and take steps to remedy the situation. If deemed necessary, we will include legal counsel and/or law enforcement personnel in our plans.
4. Should the behavior or activity involve a member of the pastoral or program staff, and the individual does not feel comfortable speaking with any member of the pastoral or program staff, he/she should instead contact the president or another member of the congregation council.
5. All reports, conversations, and steps taken regarding an allegation of abuse will be documented and handled forthrightly with due respect for confidentiality and privacy for both victim and accused.

If the behavior involves physical or criminal abuse, the following procedures will also take place:

6. A pastoral or program staff member will contact the following persons promptly:
 - ◆ 911, if necessary
 - ◆ the child's parents (unless to do so would put child in greater risk)
 - ◆ Midwest Children's Resource Center of Children's Hospital (651-220-6750) (provides legal advice & assistance in reporting or responding to abuse)
 - ◆ our church administrator who will contact our insurance carrier and legal counsel
 - ◆ our Synodical Bishop's office (651-224-4313).
7. Only the senior pastor or president of the congregation council will issue statements to the media regarding an accusation of abuse.

All clergy, youth and children's ministry staff and volunteers should be aware of the symptoms of child sexual abuse and teen depression and suicide. (See accompanying document, "References for Youth & Children Workers and Volunteers.")

Volunteer Process

The following pages include policies and procedures to help limit the risk of harm to our children, youth, and volunteers involved in ministries of this congregation.

Paid Staff

All clergy and rostered lay professionals are subject to the St. Paul Area Synod Minnesota Statute Section 148A, criminal background check prior to beginning ministry at Gloria Dei. All non-rostered Gloria Dei paid staff (as well as interns or field workers who are assigned to Gloria Dei as part of their higher education training) will undergo a criminal background check prior to beginning work at Gloria Dei. All paid staff members are subject to the Employee Handbook, revised and approved 5-1-2005.

Volunteers assigned to leadership and/or supervisory responsibilities with children and youth refers, for example, to Sunday School teachers, confirmation small group and retreat leaders, nursery volunteers, choir directors, and others involved in ongoing, active ministry programs. Also included are those who volunteer in **high-risk one-time events**, such as overnight chaperones.

- **Six Month Involvement**

Each person who offers to volunteer in a supervisory role with youth and children is asked to have been actively involved at Gloria Dei for at least six months. (*Actively involved* means: attends worship or participates regularly in ministries of the congregation, and has had contact with a member of the pastoral or program staff.) Exceptions will be made only in consultation with the pastoral staff.

- **Meeting with Staff Members**

Each potential volunteer meets with a member of the pastoral or program staff to discuss the areas of ministry in which he/she would like to serve. At this meeting, staff will provide a copy of the Youth and Children's Ministry Handbook and will review related procedures.

- **Volunteer Forms**

All ongoing, regular volunteers are required to read and sign **Forms I & II**, pages 12-14. Only one copy of each form is necessary for each volunteer, regardless of how many ministry programs he/she serves. Form III must be completed annually.

- **Background & Reference Checks**

A member of the pastoral or program staff may call all listed references and check with police departments where the potential volunteer has lived. Results and information received through background and reference checks may be used to determine ones eligibility to volunteer in ministries with youth and children.

Youth Volunteers (17 years of age or younger, including all high school students)

Gloria Dei encourages young people to serve in our congregation as a means of living out their faith. A teen who is assisting in an area of ministry does not count as one of the two leaders in our dual supervision policy and is not subject to the above screening/selection procedure. Teens are required to follow the policies and procedures described in this handbook along with all other volunteers.

Classroom Visitors

Parents or guests are encouraged to visit any ministry at Gloria Dei, and to offer support or assistance to the leaders as would be helpful. A classroom visitor who has not completed Forms I and II, is not counted as one of the two leaders in our dual supervision policy, and will not be assigned leadership or supervisory roles of children.

Joint Ministries

When Gloria Dei partners with other congregations for joint ministries housed at Gloria Dei each volunteer who comes from any participating congregation will be asked to fill out **Forms II, & III**, page 13-15. These forms confidentially ask whether the volunteer is willing to follow the policies of Gloria Dei, and is willing to undergo a Child Protection Act background check under Minnesota Statutes Chapter 299C. Gloria Dei recommends that any volunteer serving in joint ministries will have been active in his/her sponsoring congregation for 6 months.

VACATION BIBLE SCHOOL For several summers, Gloria Dei has partnered with many other congregations in offering a join Vacation Bible School (VBS) program. To honor the policies and background check requirements from all partner congregations, a separate VBS Volunteer Form has been produced; see page 16. All VBS volunteers will complete **Form IV**, and will have **Forms I (or III) and II** on record at Gloria Dei, or have **an Archdiocese Background check and volunteer code of conduct** on record at Holy Spirit.

FORM I Application Form for Youth and Children Volunteers

To be completed by all volunteers who wish to work with children or youth at Gloria Dei.

Name _____ **Date** _____

Thank you for expressing interest in serving our youth and children at Gloria Dei. *The Youth and Children's Ministry Handbook* offers many descriptions of safeguards we hope will protect you and the children you serve.

As the subject of a Children's and Youth Ministries Volunteer reference check, your rights include:

- to be informed that Gloria Dei Lutheran Church, St. Paul may request this check for becoming or continuing as an employee or volunteer, and
- to be informed (at your request) of any responses received from these references, and to obtain a copy of them from Gloria Dei Lutheran Church, St. Paul, and
- to challenge the accuracy and completeness of any information contained in any report, and
- to be informed whether Gloria Dei Lutheran Church, St. Paul has denied your application because of the responses from any references.

Your responses will be kept confidential.

I. Please list the names and phone numbers of three personal, congregational or work references.

2. By signing below, I indicate that I have read the Gloria Dei Lutheran Church Youth and Children's Ministry Handbook and agree to its policies.
- I have been actively involved at Gloria Dei Lutheran Church for a minimum of six months.
 - I strive to meet the faith qualities for Youth & Children's Ministry at Gloria Dei, as listed on page 6 of the "Youth and Children's Ministry Handbook."
 - I agree to observe all church policies and procedures, as outlined on pages 7-10 of the "Youth and Children's Ministry Handbook," regarding working with youth and children.
 - I agree to report to a member of the pastoral or program staff, or to the president of the congregation council, any behavior that seems abusive or inappropriate, and to follow the procedures for responding to abuse as described on page 11.

The information contained on this form is correct to the best of my knowledge. I authorize any references, churches or organizations listed above to give you any information (including opinions) they may have regarding my character and fitness for work with youth and children.

Applicant's Signature

Date

(Printed name)

(E-mail)

(Address)

(Phone)

Witness's Signature

Date

FORM II Gloria Dei Child Protection Act Background Check

To be completed by all paid staff and all volunteers in ministries with youth or children. Valid for any volunteer position with children throughout the program year in which this is signed.

CHILD PROTECTION ACT BACKGROUND CHECK FORM Volunteer Application

Gloria Dei Lutheran Church

700 Snelling Ave. S.
St. Paul MN 55116
651.699.1378

Non-Profit Organization

BCA Account Number
T516991378

Because the position in which you are volunteering will require you to provide care, treatment, education, training, instruction or recreation to children or youth under the age of 18, Gloria Dei Lutheran Church may request the Bureau of Criminal Apprehension (BCA) to perform a background check on you under Minnesota Statutes Chapter 299C.62.

Have you ever been convicted of any of the following crimes? (If YES, please attach a description of the crime and the particulars of the conviction.)

_____ Yes

_____ No

BACKGROUND CHECK CRIMES

Under Minnesota Statutes Chapter 299C

- Murder
- Kidnapping
- Manslaughter
- Any Assault Crime against a Minor
- Any of the following Child Abuse Crimes committed against a Minor victim, constituting a violation of Minnesota Statutes Sections:
- Felon Level Assault
- Criminal Sexual Conduct
- Arson
- Prostitution-Related Crime

- 609.185, (5) Murder in the 1st Degree
- 609.221 Assault in the 1st Degree
- 609.222 Assault in the 2nd Degree
- 609.223 Assault in the 3rd Degree
- 609.224 Assault in the 5th Degree
- 609.2242 Domestic Assault
- 609.322 Solicitation, Inducement and Promotion of Prostitution
- 609.323 Receiving Profit Derived from Prostitution
- 609.324 Other prohibited acts of Prostitution
- 609.342 Criminal Sexual Conduct in the 1st Degree
- 609.343 Criminal Sexual Conduct in the 2nd Degree
- 609.344 Criminal Sexual Conduct in the 3rd Degree
- 609.345 Criminal Sexual Conduct in the 4th Degree
- 609.352 Solicitation of Children to Engage in Sexual Conduct
- 609.377 Malicious Punishment of a Child
- 609.378 Neglect or Endangerment of a Child
- 152.021, subd. 1, (4) controlled Substance Crime in the 1st Degree
- 152.022, subd. 1, (5) controlled Substance Crime in the 2nd Degree

Continued on Back

- 152.022, subd.1, (6) controlled Substance Crime in the 2nd Degree
- 152.023, subd.1, (3) controlled Substance Crime in the 3rd Degree
- 152.023, subd.1, (4) controlled Substance Crime in the 3rd Degree
- 152.023, subd.2, (6) controlled Substance Crime in the 3rd Degree
- 152.023, subd.2, (7) controlled Substance Crime in the 3rd Degree
- 152.024, subd.1, (2) controlled Substance Crime in the 4th Degree
- 152.024, subd.1, (3) controlled Substance Crime in the 4th Degree
- 152.024, subd.1, (4) controlled Substance Crime in the 4th Degree

As the subject of a Children's and Youth Ministries Volunteer background check, your rights include:

- to be informed that Gloria Dei Lutheran Church, St. Paul may request this check for becoming or continuing as an employee or volunteer and to determine whether you have been convicted of any of the above specified crimes, and
- to be informed (at your request) of the BCA's response and obtain a copy of the report from Gloria Dei Lutheran Church, St. Paul, and
- to obtain from the BCA any record that forms the basis for the report, and
- to challenge the accuracy and completeness of any information contained in the report, and
- to be informed whether Gloria Dei Lutheran Church, St. Paul has denied your application because of the BCA's response.

Minnesota statutes and the BCA require you to complete the following information in order to complete the background check:

The following named individual has made application with Gloria Dei Lutheran Church for volunteering with youth and/or children under the age of 18:

Print Full Name (include middle)

Print Maiden/Previous Name or Alias

Date of Birth

Sex (M or F)

SS # (optional)

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to Gloria Dei Lutheran Church for the purpose of volunteering with youth and children in the ministries of this congregation. The expiration of this authorization shall be one year from the date of my signature.

Signature

Date

STATE OF MINNESOTA)

)SS
COUNTY OF RAMSEY)

On this _____ day of _____, _____, before me personally

appeared _____, to me known to be the same person described in and who executed the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed.

Notary Public

FORM III Application for Joint Ministry Volunteers

To be completed by all volunteers who are not members of Gloria Dei, but who will serve a joint ministry between Gloria Dei and other agencies/congregations.

Ministry with youth, children and their families is a dynamic team effort. It takes the efforts and dedication of many people -- staff members, parents and volunteers -- to carry out this ministry. We are here to help all participants of our programs grow in faith and take their place in our congregations and in the world as those who proclaim and embody the love of Jesus Christ. For all of us the safety, well being, and faith development of our young people is of foremost importance.

For any program in which volunteers provide direct supervision of children under the age of 18, Gloria Dei Lutheran Church requires volunteers (18 and older) to give their permission to perform a Bureau of Criminal Apprehension (BCA) background check under Minnesota Statutes Chapter 299C.62. All volunteers must complete form II (or a similar form from their home congregation that grants similar permission). Forms are to be completed annually.

As the subject of a Children's and Youth Ministries Volunteer reference check, your rights include:

- to be informed that Gloria Dei Lutheran Church, St. Paul may request this check for becoming or continuing as an employee or volunteer, and
- to be informed (at your request) of any responses received from these references, and to obtain a copy of them from Gloria Dei Lutheran Church, St. Paul, and
- to challenge the accuracy and completeness of any information contained in any report, and
- to be informed whether Gloria Dei Lutheran Church, St. Paul has denied your application because of the responses from any references.

Your responses will be kept confidential.

Please list the names and phone numbers of three personal, congregational or work references.

By signing below, I indicate that I have read the Gloria Dei Lutheran Church Youth and Children's Ministry Handbook and agree to its policies.

- I agree to observe all church policies and procedures, as outlined on pages 7-10 of Gloria Dei's "Youth and Children's Ministry Handbook," regarding working with youth and children.
- I have completed Form II, giving my permission for Gloria Dei to perform a Bureau of Criminal Apprehension (BCA) background check on me under Minnesota Statutes Chapter 299C.62.
- I agree to report to a director of this program, to a member of the pastoral or program staff of either congregation, or to the president of Gloria Dei's congregation council, any behavior that seems abusive or inappropriate, and to follow the procedures for responding to abuse as described on page 11.

The information contained on this form is correct to the best of my knowledge. I authorize any references, churches or organizations listed above to give you any information (including opinions) they may have regarding my character and fitness for work with youth and children.

Applicant's Signature

Date

(Printed name)

(E-mail)

(Address)

(Phone)

Witness's Signature

Date

FORM IV Vacation Bible School Volunteer's Code of Conduct

To be completed by Vacation Bible School volunteers at Gloria Dei Lutheran Church and Holy Spirit Catholic Church.

As a volunteer, I promise to keep the safety and well-being of the participants in this program as my first priority.

As a volunteer, I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration. This includes my peers and the children I supervise, as well as any adults who work with me or who supervise me in my work.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth, or vulnerable adults;
- Maintain confidentiality in all matters related to individuals and our congregations.
- Comply with mandatory reporting regulations of the State of Minnesota. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children, youth, or vulnerable adults.
- Work under a "Dual Supervision" policy wherever possible; i.e., two adults will be present whenever youth or children are being supervised.

As a volunteer, I will not:

- Touch or speak to a child, youth, or adult in a sexual or other inappropriate manner.
- Strike, spank, shake, or slap children, youth, or adults.
- Humiliate, ridicule, threaten, or degrade children, youth, or adults.
- Accept or give gifts to children, youth, or vulnerable adults without knowledge of their parents or guardians.
- Smoke or use tobacco products, whether indoors or outside, whether on the property of either congregation or in any other location, at any time while volunteering in this program during a sponsored event.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Use, possess, or show pornographic or otherwise unsuitable materials to youth, children, or adults at any time while volunteering, including any "R" rated movies to senior high youth, or "PG-13" or "R" rated movies to junior high youth or younger children, unless the movie is judged to be relevant and appropriate by a pastoral or program staff member and publicized as part of the event.
- Use profanity in the presence of children, youth, or adults.

Check those that apply:

_____ I am age 18 or over, and I understand that as a volunteer working with children, youth, and/or vulnerable adults, I am subject to a thorough background check including criminal history.

Check One { _____ I have completed the volunteer forms required by Gloria Dei Lutheran Church. (**Form I or III, and Form II**),
OR
_____ I have completed the volunteer forms required by the Archdiocese of St. Paul and Minneapolis

_____ I am 17 years of age or younger, and I promise to be respectful and courteous to all adult leaders and my peers. I also understand that if there is a conflict between me and the adults that supervise me that cannot be satisfactorily resolved that I will be required to be transported home at my (or my family's) expense. This could but is not limited to my possession or intentional misuse of any controlled substance (such as tobacco, alcohol, prescription and non-prescription medicine).

_____ I have attended a **Virtus Training**, reminding me of safe conduct between volunteers and youth, children, and/or vulnerable adults. (This is required of **all VBS volunteers** who will have direct supervision of children.)

Volunteer's Printed Name

Volunteer's Signature

Date

FORM V Release of Information

To be completed only by those who are asked to sign a release of information as described below.

I authorize the pastoral or program staff of Gloria Dei Lutheran Church to release any personal information regarding my background or references to the following individuals:

for the purpose of discussing my application to serve as a volunteer in ministries with youth and children at Gloria Dei. I hereby release any parties listed above from any and all liability resulting from such disclosure.

SIGNATURE: _____

Print Name _____

Today's Date _____

Witness's Signature _____

Date _____

FORM VI Use of Church Vehicles – Driving Policy

It is the policy of Gloria Dei Lutheran Church to provide church-owned vehicles for use by certain staff members and volunteers for certain functions. The use of these vehicles is solely for the purpose of furthering the mission of the church.

Due to the major responsibility entrusted to the drivers of church vehicles, all drivers need to be aware of and agree to abide by the following policy:

1. The church may deny driving privileges and revoke driving privileges of church vehicles for any reason the church deems appropriate, including, but not limited to, excessive violations, severity of violations, accidents, health reasons etc.
2. The church will obtain motor vehicle records on all drivers at the time they are scheduled to be granted access to church vehicles and annually thereafter. Only Pastors or the administrator may authorize individuals to drive vehicles and such authorization shall be preceded by a driver's check completed by the church administrator.
3. No church vehicle is to be used for personal reasons.
4. Only authorized drivers on the approved list may drive church vehicles. No driver is allowed to grant permission to anyone else to drive a church vehicle.
5. Each driver must possess a current and valid driver's license.
6. Drivers agree to obey the rules of the road as defined by City/County/State and/or Federal regulations.
7. Fines for any traffic violation, including parking violations are the sole responsibility of the driver. The church will not reimburse drivers for these fines.
8. All violations while using a church vehicle must be reported to the church within 48 hours of the occurrence.
9. All accidents, no matter how minor, must be reported to the within 48 hours of the accident. Failure to do so could result in voiding of insurance coverage.
10. Any injuries sustained by passengers in church vehicles must be reported within 48 hours of the occurrence.

I agree to abide by these driving policies, and have completed the reverse side accurately.

Signature _____ Date _____

Continued on back

Request for Check of Driving Records

I hereby authorize you to release the following information to Gloria Dei Lutheran Church for purposes of investigation as required by Section 391:23 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

Signature _____ Date _____

1. In accordance with the provisions of Section 804 and 607 of the Fair Credit Reporting Act, Public Law No. 91-508, I hereby certify that the information requested below will be used for a "permissible purpose" as defined in the Act, and that the information received will be used for no other purpose.

2. I further certify that if the applicant named below is denied opportunity to volunteer based upon the information received, I will identify the source of the report in accordance with Section 615(a) of the Fair Credit Reporting Act.

Signature of Requester _____ Date _____

To: _____

To whom it may concern:
The following named person has made application with Gloria Dei Lutheran Church as a **volunteer driver**. As in accordance with Section 391.23 Federal Department of Transportation Regulations, please furnish the undersigned with the applicant's driving record for the past three years.

Name of Applicant (please print) _____

Address _____

Former Address _____

Date of Birth _____

Social Security # _____ License # _____

Requested by: _____

Gloria Dei Lutheran Church
700 South Snelling Avenue
St. Paul, Minnesota 55116

FORM VII Consent for Single Supervision & Overnight Accommodations

To be filled out by any parent/guardian agreeing to allow his/her child to receive single supervision or to receive supervision by an adult outside of his/her room in certain overnight events.

**GLORIA DEI LUTHERAN CHURCH
SAINT PAUL, MINNESOTA**

Consent for Single Supervision

I am aware that as a part of the Youth and Children’s Ministry Handbook policies, Gloria Dei Lutheran Church strives to provide "dual supervision" for children and youth participating in classes and programming wherever possible. I am also aware, however, that single supervision of such events may be permitted with written consent of parents or guardians of the children involved in the activity.

With these policies in mind, I hereby consent to the single supervision of my child(ren):

for the period of **September 1**, _____ **through August 31**, _____.

(signature of parent/guardian) (date)

Regarding Overnight Accommodations

I am aware that certain sleeping accommodations for overnight events do not permit an adult chaperone in every room, cabin, or tent. I hereby consent to adult supervision from outside the sleeping facility of my child(ren)

during overnight events between **September 1**, _____ **through August 31**, _____.

(signature of parent/guardian) (date)

FORM VIII Children & Youth Ministry Registration & Permission

To be completed by parents/guardians of youth attending all Gloria Dei ministries. Valid for the program year in which it is signed.

Child's Name (please print) _____

Address _____

Date of Birth _____ Sex (M or F) _____ Current Grade/age* _____ / _____ Baptism month _____

Parent(s) Name* (please print) _____

Home Phone _____ Emergency Phone _____

Health Insurance Co. & Policy or group number _____

In the event that a legal guardian is not available please contact:

Name _____ Relationship _____ Phone _____

Please tell us about any medical conditions (medications, surgeries, serious illness, disease, activity limitations, etc.) or allergies (medicinal, dietary, environmental, etc.) Gloria Dei needs to be aware of. Attach additional paper if necessary.

If there is anyone to whom Gloria Dei should not release this student please provide their name, relationship, description and any other necessary information. _____

PERMISSION & RELEASE FORM

I give permission for this youth to attend all education and youth functions of Gloria Dei Lutheran Church beginning **September 1**, _____ **through August 31**, _____, and to receive emergency medical treatment including surgery as needed. I understand the staff will try to contact me as soon as possible in the event of an emergency.

It is expected that youth will be respectful and courteous to all adult leaders and his or her (the youth's) peers. I also understand that if there is a conflict between my child and the staff that cannot be satisfactorily resolved, I will be required to have my child transported home at my expense. This could include but is not limited to my child's possession or intentional misuse of any controlled substances (including tobacco and alcohol, prescription and non-prescription medication).

I have read the above requirements and agree to follow them and to provide Gloria Dei Lutheran Church with any changes in any information listed above as soon as it is available:

Signature of Child (if in 7th grade or older) _____

Signature of Parent _____ Date: _____

*Parent(s) denotes legal custodial parent(s) or legal guardian(s).