

Policies and Procedures Related to Sexual Misconduct & Child Safety

North Creek Presbyterian Church

Session Approved: 1999

North Creek Presbyterian Church

621 164th St SE Mill Creek, Washington 98012

Phone: 425-743-2386; Fax: 425-787-9897; e-mail: church@northcreekpres.org

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POLICY AND PROCEDURES RELATING TO SEXUAL MISCONDUCT & CHILD SAFETY

I. Policy

A. Introduction

It is the policy of the Presbyterian Church (U.S.A.) that all church members, church officers, non-member employees, and volunteers of governing bodies and entities of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Sexual misconduct is not only a violation of the principles set forth in Scripture, but also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable.

The following policy and procedures regarding sexual misconduct by persons in positions of religious leadership derive from an understanding of the public and spiritual trust held by North Creek Presbyterian Church (NCPC). NCPC recognizes that incidents of sexual misconduct affect not only the accuser, victim, and accused, but also the congregation, denomination, and Christ's church. This policy is intended to facilitate the justice, healing, and restoration necessary to effectively address incidents of sexual misconduct within the Church.

B. Purpose

The purpose of this policy is to offer guidelines that will assure appropriate steps are taken to report, investigate, and remedy incidents of misconduct; to care for all persons involved; and to provide information to help prevent future instances of sexual misconduct. The goals of this policy are to:

1. establish procedures for reporting, inquiry, and effective response to allegations of sexual misconduct that respect the rights of the accuser/victim and the accused;
2. help prevent sexual misconduct in the church through appropriate training and supervision of employees; education of laity and clergy; and nurturance of the spiritual, emotional, and physical well-being of all God's people;
3. establish an effective screening mechanism for employees and volunteers working with children;
4. assure that all necessary steps are taken to conform to the requirements and protections guaranteed under the Book of Order and Rules of Discipline.

B. Principles

1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, officers, and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. It breaks the covenant to act in the best interests of parishioners, clients, co-workers, and students.
2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. The responsibility for maintaining appropriate relationships rests squarely on the adult pastor, employee, counselor, supervisor, teacher, officer, or volunteer.
3. Sexual misconduct takes advantage of the vulnerability of children and persons who are less powerful to act for their own welfare. It is contrary to the gospel call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

II. Definitions

Accused: The person against whom a claim of sexual misconduct is made

Accuser: The person claiming knowledge of sexual misconduct by a person covered by this policy. The accuser may or may not be the victim of alleged sexual misconduct. For example, a family member, friend, or colleague of the victim may provide the information that initiates the inquiry.

Adult: Any person eighteen years of age or older.

Child or children Any person under the age of eighteen years of age. (RCW 26.44.020)

Child Sexual Abuse: The rape, molestation, and/ or sexual exploitation of a child. Sexual exploitation, as defined in Revised Code of Washington, Section 26.44.020, includes (a) allowing, permitting, or encouraging a child to engage in prostitution by any person; or (b) allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child by any person. Child sexual abuse further includes any contact or interaction between a child and an adult when the child is used for the sexual stimulation of the adult or of a third person. The behavior between a child and an adult is always considered to be non-consensual on the part of the child for purposes of this policy.

Church: North Creek Presbyterian Church. The word "congregation" includes both members and participants of North Creek Presbyterian Church.

Entity: Any ministry, agency, or mission activity of North Creek Presbyterian Church.

Employee: Any individual who is hired or called to work for the Church for salary or wages.

Governing Body: The Session of North Creek Presbyterian Church, a representative body composed of elders and pastors.

High Risk Occupation: Any position which calls for a person to work in close contact with those who are vulnerable and less capable of protecting themselves, including children, elderly persons, those who are wholly or partially incapacitated, or counseling clients having emotional or personal problems.

Inquiry: The process set forth in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a governing body. See Book of Order D-10.0400

Investigation: Fact-finding inquiry conducted by police, secular prosecutors, and child protective services when responding to allegations of an offense.

Officer: Ruling elder or deacon

Persons Covered: Members, officers, employees, and volunteers of North Creek Presbyterian Church, and non-members who are employees or volunteers under the supervision of the church, including those who are accused of sexual misconduct under circumstances in which (1) access to the victim is related to some form of service to or appointment by the governing body or entities of the Church, or (2) sexual misconduct in a non-church related setting raising questions for the Church of the character and effectiveness of the covered person. For example, this policy covers a non-member adult who sexually abuses a non-member teenager while "helping out" on a Church-sponsored camping trip.

Presbytery: Northwest Coast Presbytery

Reasonable Cause: A subjective criterion that refers to a belief or opinion based on facts or circumstances that are sufficient for a prudent person to want to inquire whether to take protective action or report an allegation or incident to authorities.

Response: The action taken when a report of sexual misconduct is received. It may include (1) inquiry by the Presbytery into facts and circumstances; (2) disciplinary action (administrative or judicial or both); (3) pastoral care for victims and their families and others; and (4) pastoral care and rehabilitation for the perpetrators and care for their families.

Response Team: A body constituted by the Presbytery to facilitate the process of responding to allegations of sexual misconduct.

Civil Authorities: Governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

Civil law: That body of municipal, state, and Federal laws which is often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under civil law.

Sexual Malfeasance: The broken trust resulting from genital contact (contact with the breasts, buttocks, or pubic area) within a ministerial (e.g., clergy with a member of their congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member). This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal mutual, social, intimate, or marital relationships. Adultery and fornication are never appropriate behaviors.

Victim: The person alleged to have been injured by the sexual misconduct.

Volunteer: Any individual who, under the supervision of the Church, provides services to NCPC and receives no tangible benefits or remuneration. Volunteers include persons elected or appointed to serve on boards, committees, ministry teams and other groups. Except as provided otherwise herein, volunteers shall be treated in the same manner as employees.

III. Preventative Measures

Certain measures can be taken which help to prevent and detect sexual misconduct. The following guidelines serve to protect both the potential victim and the Church staff:

- A. All those in pastor or leader relationships: **MUST** be aware that such behaviors as hugs, kisses, touching, time together, phone conversation, and personal visits may be seen, if not carefully monitored, as infringement of the rights of others.
- B. Those in counselor relationships would do well to observe, at a minimum, basic precautionary measures such as: limiting each counselee to one hour per week, keeping curtains open and making sure that there are other people around the building during counseling, and having a personal policy of not touching counsees.
- C. All persons in leadership or care positions should have an accountability partner with whom they meet at least once a month, at which time the following subject should be covered: personal feelings about counselee (using code names) and strategies for averting problems, review of any other relationships where there is a hint of sexual overtone, a check-in on family relationships, as well as follow-up of issues from previous meeting.
- D. Accompanying a child to the restroom is permissible; however, the accompanying person should wait outside the restroom unless the child needs assistance, in which case:
 - 1. The person assisting should assure that the restroom door remains open while that person is in the restroom with the child; or
 - 2. Two people should assist the child, so that neither is alone in the restroom with the child while the restroom door is closed.
- E. North Creek Presbyterian Church employees and volunteers shall not engage in wrestling or rough play with children or youth.
- F. An employee or volunteer may spend time alone with a child or youth for special ministry goals provided the time so spent and the goals are monitored by other responsible persons on the teaching or ministry team.
- G. The Session shall consider sexual abuse prevention in facility planning and design by, for example, including features such as windows in office and classroom doors.
- H. Adults in both leadership and the church body are reminded to refrain from actions that may be misconstrued such as hugs, kisses, touching, time together, phone conversation, and personal visits without the consent and participation of both willing parties.

IV. Risk Management

A. General

1. The Session and all employees of NCPC shall receive one hour of training **annually** on the detection of sexual abuse and proper reporting procedures. All persons should be informed of and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse.
2. All employees shall receive a copy of this policy.
3. Any training conducted for volunteers who work with children or vulnerable adults shall include a discussion of this policy.
4. A copy of this policy shall be posted in the Church office.
5. A copy of this policy shall be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct, and their families. The policy shall also be made available to those serving on an Investigating Committee, Committee on Ministry, and Response Team.
6. In addition to complying with the procedures set forth in the Book of Order, the Session and staff of NCPC shall cooperate with civil authorities in any law enforcement investigation of sexual misconduct. The Session has a duty to make its inquiry and take disciplinary measures **when it can be done without interfering with the criminal investigation being conducted by civil authorities.**
7. In the event that civil litigation is commenced against NCPC for money damages, all requests for documents, interviews, or other information shall be addressed to an attorney retained by NCPC or the Presbytery.
8. The Session shall immediately notify NCPC's insurance carrier of any reports of sexual misconduct and shall not wait until the investigation of the church or civil authorities has been completed. This requirement is essential to ensure that NCPC complies with the requirements of the contract with its insurance carrier.
9. Media inquiries shall be addressed to the Clerk of Session who shall seek the assistance of the Presbytery in preparing a response.

B. Practices Regarding Employees, Officers, and Volunteers

1. Record Keeping: The Church shall maintain a confidential personnel file on every employee and volunteer, including ministers. The file shall contain the application for employment, reference responses, background investigation and other documents related to this policy. These confidential files for ministers shall be kept in a secure place by both the local church and by the Committee on Ministry of Presbytery.
2. Prescreening Applicants: The church shall require each applicant for a compensated position to complete the attached Employment Questionnaire (Exhibit A). Applicants, including volunteers, applying to work directly with children or youth shall complete the Primary Screening Form (Exhibit B).

3. References: References for prospective employees and volunteers shall be contacted by the Personnel Ministry Team. The Personnel Ministry Team may delegate to sub-committees or individual members of NCPC but shall remain accountable for completion and reporting as provided in paragraphs (4) and (5) below. A written record of conversations or correspondence with references shall be kept in the employee's personnel file (See Exhibit C).
4. Background Investigation: The personnel committee shall check the criminal history of the prospective employee or volunteer by filing Exhibit D with the Washington State Patrol. The Elder and Chair of the Personnel Ministry Team shall be responsible for ensuring that background checks are completed.
5. Findings and Report: All screening shall be completed before employee or volunteer duties begin. The Personnel Ministry Team shall submit a report of findings upon completion of employee or volunteer screening. This report shall include a recommendation as to the applicants' suitability as an employee or volunteer.
6. Distribution & Acknowledgment: Copies of this policy shall be distributed to all employees and volunteers of the Church and its entities. Upon receipt of a copy of this policy, employees and volunteers of the Church shall sign an **Acknowledgment of Receipt (Exhibit E)**. This acknowledgment shall be kept on file.

V. Response Procedures

A. Reporting:

1. Reports of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and of the Church. Reports should be dealt with as matters of highest confidentiality both before and after they have been submitted to appropriate authorities as outlined below.
2. **The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the accuser or the accused.** If the accuser is hesitant to talk to church officials, the person who has received the initial report has a special pastoral responsibility to build trust and willingness to speak on the part of the accuser, lest the Church be unable to respond because no one is able to give firsthand information.
3. The person receiving the initial report of sexual misconduct from the accuser, or the accused, shall immediately inform the pastor or the Personnel Committee. Within the church, all persons covered by this policy have a duty to report suspected child sexual abuse to the supervisor, pastor, or Personnel Committee. It may be that the accused has more power in the Church than the accuser. If the accused is in a high-level position, the report should be given to the Presbytery Response Team or Presbytery Executive. The following point of contact is provided:

Corey Schlosser-Hall
Executive Presbyter, Northwest Coast Presbytery
425.985.3787

4. **The Church shall immediately notify civil authorities as required by Washington State Law.** Revised Code of Washington (R.C.W.), Section 26.44.030 and State Supreme Court case law require churches and individuals under their supervision or control, including employees and volunteers, to notify civil authorities any time there is reasonable cause to believe that a child has suffered abuse or neglect. "Abuse or neglect" means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed. **Neither the person who learns of an incident of sexual misconduct nor the Church should undertake an inquiry or extensive questioning of either the accuser or the accused. Doing so could cause secondary trauma to the alleged victim and prejudice the civil law enforcement investigation.**
 - a. The report to civil authorities must be made at the first opportunity, but in no case longer than 48-hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report shall include the identity of the accused if known.
 - b. This reporting requirement does not apply to the discovery of abuse or neglect that occurred during childhood if it is discovered after the child has become an adult. However, if there is reasonable cause to believe other children may be at risk of abuse or neglect by the accused, the reporting requirement shall apply (i.e., if in doubt, report).
 - c. Per R.C.W. 26.44.040, an immediate oral report shall be made to the proper law enforcement agency or the department of social and health services and, upon request, shall be followed by a report in writing. The reporting individual shall obtain and record the name and position of the person to whom the oral report is made. Reports should be made by calling the Snohomish County Child Protective Services at one of the following numbers:

1. 8 a.m. to 5 p.m. 866-829-2153
2. After 5 p.m. or Weekends: (866) 829-2153
3. Switchboard/ hotline: (800) 562-5624

In the event that the intake office cannot respond, or doesn't answer, the report must be made to the local police department by calling 911 and requesting that the officer on duty assist in the reporting of a suspected case of child abuse.

- d. Clergy-Penitent Privilege: R.C.W. 5 60 060 recognizes that certain communications made to clergy are protected from disclosure. Members of the clergy counseling their parishioners in the religious context are not subject to the reporting requirement discussed above (See State v. Motherwell, 111 Wash. 2d 353, 358). This privilege, however, does not extend to non-ordained counselors or employees (State v. Motherwell, 111 Wash. 2d 353, 358). Additionally, a clergy person who learns of suspected abuse or neglect (as defined above) through other than a confidential communication with a penitent shall follow the reporting requirements outlined above.
5. The Church is required to immediately file a written report with the Presbytery's Sexual Misconduct Response Team (See Exhibit F). Time is of the essence and an emergency meeting of the Session need not be called in order to authorize this report.
6. The Church shall immediately notify its insurance carrier of the allegation(s) of sexual misconduct. The insurance carrier for NCPC is Covenant Presbyterian Insurance Program, Eight 4th Street, Petaluma, CA 94952. The policy number is PP86 I 8430. The insurance carrier may be contacted at (800) 754-0669

B. CHURCH RESPONSE:

1. As stated previously, any law enforcement investigation conducted by civil authorities shall be conducted separately from and take precedence over any internal investigation of reports of sexual misconduct.
2. Sexual Misconduct Response Coordination Team (RCT): The Sexual Misconduct Response Coordination Team is a group of people organized at the Presbytery level to quickly and objectively respond to reports of sexual misconduct. All members of the response team are trained to respond to allegations of sexual misconduct and to identify and recognize the issues involved in sexual misconduct. Team members are familiar with the legal, insurance, administrative, and disciplinary procedures of the Church, Presbytery, and Book of Order. The Response Team will work with and be available to the accuser, the accused, the victim, the families involved, the congregation, and the co-workers of the parties involved. The RCT will receive the initial written report of sexual abuse from NCPC; conduct an inquiry; assess the pastoral needs of the accuser, victim, accused, and the congregation; and submit a written report to the Clerk of Session
3. NCPC shall take care to maintain the confidentiality of the RCT's report by marking it "Confidential" and storing all copies in a secure file cabinet or safe at NCPC
4. The response of NCPC to a report of sexual abuse will depend upon the status of the accused. Church members and ministers are subject to inquiry and discipline under the Book of Order (D-3.0101). The pastoral relationship of ministers serving congregations is subject to oversight by the Presbytery (G-3.0307).
 - a. **Accused Covered by Book of Order:** Upon receipt of the report filed by the Response Team, the Clerk of Session should report in writing to the Session that an offense has been alleged. If the response team reports that sufficient information is available to give rise to reasonable suspicion of sexual misconduct by the accused, an Investigating Committee should immediately be appointed (See Book of Order D-10.0100).
 1. In order to call an Investigating Committee, the clerk need not be personally persuaded of the truth of the allegation nor does the clerk need to see all the supporting evidence available to the RCT or the Investigating Committee (D-10.0103). The Clerk must be provided enough information to cause a reasonable person to conclude that an inquiry is needed to either censure the accused or clear the accused of the allegations.
 2. The Investigating Committee must promptly begin its inquiry into the allegations. Delay may cause

further harm to the accuser or the accused. Much information will be provided by the Response Team's report that will help to speed the process. However, the Investigating Committee must itself conduct a thorough inquiry (See Book of Order D-10.0202a-1) NCPC and the Session must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed.

3. Ordinarily, the Session has original jurisdiction in disciplinary cases involving members of the church (D-11.0101). A church member who is accused of sexual misconduct away from the congregation to which the member belongs may be prosecuted by civil authorities but may only be removed from membership by the Session.
 4. When a church member is accused of sexual misconduct, the disciplinary process is the same as that described for ministers and found in chapter seven of the Rules of Discipline. An Investigating Committee must make an inquiry, decide whether to make charges and prosecute. The session will sit as a court and try the case (D-11.0100) The person accused has a right to counsel, to present witnesses, and to cross-examine witnesses. If at any point in the proceedings the accused presents a letter of resignation from the church ("renounces jurisdiction"), the jurisdiction of the Session ends (D-3.0106) Should the accused renounce the jurisdiction of the church as provided in D-3.0106, the Clerk shall report to the Session the renunciation and the status of the matter at that time (D-3.0106). The Session records that the case was closed, and the Investigating Committee dissolved.
 5. In the case of employees covered by the Book of Order, prepare a written report that shall be included in the accused's permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent personnel file.
- b. **Accused Not Covered by Book of Order:** Upon receipt of the Response Team's report, the Clerk should immediately submit the report to the Personnel Committee. A Session that ordinarily functions without a Personnel Committee may appoint an administrative commission for the function described in this section (G-3.0109b). The Personnel Committee will refer to and be guided by the written personnel policies of NCPC, which shall include the following:
1. Determine whether or not the response team's report gives rise to a reasonable suspicion of sexual misconduct by the accused.
 2. If so, determine and gather additional information necessary to make a determination.
 3. Determine any remedies. including disciplinary action, necessary and advisable under the circumstances
 4. Inform the accuser/victim and the accused of the remedy.
 5. Prepare a written report that shall be included in the accused's permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent personnel file.

5. **Record Keeping:** The Investigating Committee, Personnel Committee, and Session shall keep detailed records of their actions and minutes of their deliberations and conversations with the accuser, the accused, and other parties involved; copies of reports received from the Response Team, correspondence and copies of the reports received from committees or commissions. Such records will be kept confidential. The Clerk of Session will maintain the records while the inquiry is in process. After the case has been resolved, the Investigating Committee or Personnel Committee will prepare a brief summary report. A copy will be included in the accused's permanent personnel file, and a copy of the report will be given to the accuser and the accused.

6. **Statute of Limitations:** The ability of governing bodies and entities to respond promptly and justly to sexual misconduct is related in part to the opportunity to receive allegations and gather evidence soon after the occurrence. However, this policy recognizes the special problems related to discovery and recognition of various forms of sexual misconduct. Child sexual abuse may not be recognized until the victim of abuse reaches adulthood. Recognition of abuse and willingness to come forward by an adult victim may also be delayed for many years. Therefore, statutes of limitation applicable to other judicial matters (See Book of Order D-7.1100) shall not apply to the enforcement of this policy.

EXHIBIT A
EMPLOYMENT QUESTIONNAIRE

NAME _____

Last

First

Middle

ADDRESS _____

Street

City

State

Zip

Business Phone _____

Home Phone _____

Have you ever been known by any other name? Yes No

If yes, please provide other name _____

EMPLOYMENT RECORD (List current and previous employers for the last five years. Use additional pages if necessary)

Employer _____

Address _____

City, State Zip _____

Supervisor Name _____ Phone _____ Title _____

Employed from (Month/ Year) _____ To (Month/ Year) _____

Why did you leave? _____

Employer _____

Address _____

City, State Zip _____

Supervisor Name _____ Phone _____ Title _____

Employed from (Month/ Year) _____ To (Month / Year) _____

Why did you leave? _____

Employer _____

Address _____

City, State Zip _____

Supervisor Name _____ Phone _____ Title _____

Employed from (Month/ Year) _____ To (Month/ Year) _____

Why did you leave? _____

Please complete the following certification

I certify that (a) no civil, criminal, and/ or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct; and (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part

Name (Please print)

Signature

Date

NOTE: If you are unable to make the above certification, you may instead give a description of the complaint, termination, or course of treatment in which you have been involved, giving dates, names, and addresses of churches or physicians, the outcome of the situation, and any explanatory comments.

RELEASE

The information I have provided on this questionnaire is accurate to the best of my knowledge and may be verified by the Personnel Committee of North Creek Presbyterian Church whom I authorize to make any and all contacts necessary to verify my prior history and to inquire concerning any prior arrest or criminal records or any judicial proceedings involving me as a defendant. By means of this release, I also authorize any previous church, or counselor (including any psychiatrist, mental health professional, or psychologist possessing information as to prior mental or emotional illnesses or drug or alcohol abuse) who has treated me and any law enforcement agencies or judicial authorities to release any and all requested information to the Personnel Committee Chair.

I have read this release and understand fully that the information obtained may be used to deny me ordination or installation or any other type of position in North Creek Presbyterian Church I also agree that I will hold harmless North Creek Presbyterian Church or other entity as well as any prior church psychologist, psychiatrist, mental health professional, physician, law enforcement authority, or judicial authority from any and all claims, liabilities, and cause(s) of action for the release or the use of any information.

Signature

Witness

Date

Witness

EXHIBIT B
PRIMARY SCREENING FORM

NAME _____
Last First Middle

ADDRESS _____
Street

City State Zip

Home Phone _____

Type of work you prefer _____

What is the minimum length of commitment you can make? _____

Have you ever been convicted of or pleaded guilty to a crime (other than a speeding ticket or traffic violation)? Yes No

If you prefer, you may refuse to answer this question, or may discuss your answer in confidence with the senior pastor rather than answering it on this form. Answering yes, or leaving the questions unanswered, will not automatically disqualify an applicant for children or youth work.

Do you have a current driver's license?
_____ Yes. Driver's license number: _____ State _____

_____ No

CHURCH HISTORY AND PRIOR WORK WITH CHILDREN AND YOUTH

List other churches (name, city, state) you have attended regularly during the past five years:

List all previous church work involving children and youth (list church, type of work, and approximate dates):

Personal References (not former employers or relatives):

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give North Creek Presbyterian Church and its representatives any information (including opinions) that they may have regarding my character and fitness to work with children. In consideration of the receipt and evaluation of this application by North Creek Presbyterian Church, I hereby release any individual, church, or other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me from compliance, or any attempts to comply, with this authorization

Should my application be accepted, I agree to be bound by the Bylaws and policies of North Creek Presbyterian Church, and refrain from unscriptural conduct in the performance of my services on behalf of the Church.

Signature: _____

Date: _____

EXHIBIT C
REFERENCE CONTACT RECORD

Name of employee or volunteer: _____

Reference and/or church contacted (if a church, identify both the church and person contacted):

Date and time of contact: _____

Method of contact (telephone, letter, personal conversation): _____

Summary of conversation (summarize the reference's remarks concerning the applicant's fitness and suitability for the position, any allegations of sexual misconduct or child sexual abuse):

Print Name

Signature

Date

EXHIBIT E
ACKNOWLEDGMENT OF RECEIPT

SEXUAL MISCONDUCT AND ABUSE POLICY
NORTH CREEK PRESBYTERIAN CHURCH

I hereby acknowledge that I received a copy of the "Policy and Procedures Relating to Sexual Misconduct and Abuse" adopted by North Creek Presbyterian Church; that I have read the policy; that I understand its meaning; and that I agree to conduct myself in accordance with the policy.

Print Name

Signature

Date

EXHIBIT F
REPORT OF SUSPECTED SEXUAL MISCONDUCT
CONFIDENTIAL

Reported by:

Name and Title

Address

City, State, Zip

Telephone

Date of Report:

Person suspected of misconduct:

Name and Title

Address

City, State, Zip

Telephone

Other person(s) involved:
(witnesses and/or victims)

Name and Title

Address

City, State, Zip

Telephone

Name and Title

Address

City, State, Zip

Telephone

Report of Suspected Sexual Misconduct (Cont.)

CONFIDENTIAL

Describe incident of suspected sexual misconduct, including date, time, and location:

Identify any witnesses to the incident, including names, addresses, and telephone numbers:

Other information which may be helpful to the investigation:
