

## Why do we need a policy at Sparta EFC?

*“But whoever causes one of these little ones who believe in Me to stumble, it would be better for him to have a heavy millstone hung around his neck, and to be drowned in the depth of the sea. “Woe to the world because of its stumbling blocks! For it is inevitable that stumbling blocks come; but woe to that man through whom the stumbling block comes!” (Matthew 18:6–7, NASB)*

It is our desire at Sparta Evangelical Free Church to serve the children, youth and families of our church and our community to the glory of God. We believe this includes protecting the children and youth in our care from potential abuse by providing them with a safe and secure environment while they are entrusted to our care. It is for this purpose the Elders have requested that, as of December 1, 2003, all new persons working with children and youth at SEFC complete an *Application for Working with Minors*, a *Request for Criminal History Record Information Check*, as well as a personal interview, before assuming responsibilities for the care and supervision of children and youth at SEFC. In addition to these screening measures, it is essential the children and youth ministry workers, volunteers and staff be educated in the definition and description of child abuse, trained in the proper reporting procedures when abuse is suspected or disclosed, and to understand and implement precautionary measures to guard against false allegations of abuse.

Child abuse is a tragedy that affects the lives of millions of children each year. It is estimated that one of every three girls and one out of every six boys will experience some type of sexual abuse before reaching adulthood. Ninety percent of all sexual abuse is done by someone who is known by the victim and the average age of an abuse victim is nine years old.

It is our hope at Sparta E-Free Church that by living out godly principles in the context of God’s grace, we can prevent tragic incidents in the lives of our young people and we can be used by God to recognize and help those children and families who are at risk. We also desire to safeguard the reputation of our volunteer workers and staff against false allegations of child abuse through the implementation of safety and screening measures.

Thank you for your desire to serve the Lord as you minister to the children in our church and community, and your understanding and cooperation with these measures and processes.



What age do you prefer to work with? \_\_\_\_\_

When would you be available to start? \_\_\_\_\_

Describe any gifts, training, education, or other factors that qualify you to work with youth.

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Do you have any conditions which prevent you from performing certain types of activities relating to children/youth work? *(If yes, please explain.)* \_\_\_\_ Yes \_\_\_\_ No

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Do you have any experiences that would be especially helpful or harmful in your working with minors? *(If yes, please explain.)* \_\_\_\_ Yes \_\_\_\_ No

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Name of church where you are a member: \_\_\_\_\_

Have you read the Sparta E-Free Church Statement of Faith and are you in agreement with it? \_\_\_\_ Yes \_\_\_\_ No

How long have you attended Sparta E-Free Church? \_\_\_\_\_

Please list all employers from the past five years. Give company name, supervisor's name, telephone number and dates worked (use another page if necessary):

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Have you ever been convicted of, or pleaded guilty to a crime (other than minor traffic violations)?  Yes  No *(If yes, please explain.)*

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Have you ever touched a child in a sexual manner? (Do not include child-to-child contact that occurred more than ten years ago.)  Yes  No  
*(If yes, please explain.)*

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List all previous work involving youth/children; secular or church; paid or volunteer:

Organization: \_\_\_\_\_ Type of Work: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide the name of references, other than former employers or relatives:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ In what capacity? \_\_\_\_\_

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please attach your written testimony of how you came to personal faith in Jesus Christ.

*The information in this application is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by this church's Constitution, By-laws and policies for children and your workers. I also agree to refrain from any unscriptural conduct in the performance of my services on behalf of Sparta E-Free Church. My signature on this form grants Sparta E-Free Church permission to perform a confidential search for relevant criminal records. I have also reviewed and signed the related NJ State Police form "Request for Criminal History Record Information for a Non-criminal Justice Purpose", a Consent to Release of Confidential Information form and a Reference for Youth Worker form.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application

Testimony

Driver's License

NJ State Police



Please share with us how you came to personal  
faith in Jesus Christ.

## CONSENT TO RELEASE OF CONFIDENTIAL INFORMATION

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Having made application for youth work at Sparta Evangelical Free Church and desiring the church to be informed as to my past record and character, I authorize any persons, references, employers, churches or organizations with whom I have had contact to release to the church any information they have regarding my record, character and fitness for youth work. I also authorize this church, at its discretion, to contact any law enforcement or social service agency to determine whether I have ever been charged or convicted of a crime, and I authorize such agencies from liability for any damage that may result from exchanging such information, and I waive any right that I may have to inspect any such information provided on my behalf.

Full legal name: \_\_\_\_\_ Maiden name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ Driver's Lic. No. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian if applicant is a minor

\_\_\_\_\_  
Date



### Background Investigation Consent Form

I, \_\_\_\_\_, hereby authorize the Sparta Evangelical Free Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for working with minors now and, if applicable, during other volunteer work with minors at Sparta Evangelical Free Church.

I release the Sparta Evangelical Free Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed): \_\_\_\_\_

Maiden Name or Other Names Used: \_\_\_\_\_

Present Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

Former Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

\*Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State of License \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***\*Note: The above information is required for identification purposes only, and is in no manner used as a qualification to volunteer your time to work with minors.***

**Sparta Evangelical Free Church  
Sparta, New Jersey**

Statement of Faith

**Article I – Name**

The name of this congregation shall be the Evangelical Free Church in Sparta, incorporated as such under the laws of the State of New Jersey.

**Article II – Purpose**

The purpose of this church shall be to praise, glorify and worship God; to instruct the children, young people and adults in the Word of God; to win the unsaved to Jesus Christ; to disciple new Christians in their spiritual growth; to preach the Word of God for the edification of believers; to further the cause of Christ on the mission fields at home and abroad; to provide fellowship for its members and friends; and to discipline its members.

**Article III – Statement of Faith**

1. We believe the Scriptures, both old and new testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the divine and final authority for all Christian faith and life.  
II Timothy 3:16; II Peter 1:21

2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.  
I John 5:17; Matthew 3:16-17; Matthew 28:19; II Corinthians 13:14

3. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures. Further, He rose in bodily form from the dead, ascended into Heaven, where He is at the right hand of the Majesty on High. He now is our High Priest and Advocate.  
John 1:1; Hebrews 9:24-28; I Corinthians 15:3-4

4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men of sin, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.  
John 14:16; John 7:26; John 16:8

5. We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.  
Genesis 1:27; Romans 5:12; John 1:12-13

6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only as we receive Jesus Christ and are born of the Holy Spirit do we become children of God.

John 1:12; John 3:3; John 3:16

7. We believe that believer's baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.

Matthew 28:19; I Corinthians 11:23-26

8. We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body Christ of which He is the Head.

I Corinthians 12:12-14

9. We believe that only those who are thus members of the true Church shall be eligible for membership in the local church.

Acts 2:47

10. We believe that Jesus Christ is the Lord and Head of the Church, and that every local church has the right under Christ to decide and govern its own affairs.

Colossians 1:18

11. We believe in the personal, premillennial and imminent coming of our Lord Jesus Christ; and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.

Titus 2:11-14

12. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

I Corinthians 15:51-54; Revelation 20:11-15

*Please keep this copy for your reference.*

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12. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

I Corinthians 15:51-54; Revelation 20:11-15

I have read and understand the Statement of Faith and am in full agreement with it both in word and in spirit, and will endeavor to fulfill my responsibilities to the Lord and to His work in a manner which is consistent with the Statement of Faith.

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Signature

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Date

*Please return this signed copy to the church office.*

## REFERENCE FOR YOUTH WORKER (#1)

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Instructions to applicant for youth work: Sign the statement of release below and give copies of this form to three references (not employers or relatives, and preferably people who have supervised your previous work with youth). Ask them to complete and return in directly to the church office. Please provide each reference with a stamped envelope, addressed to the church, and marked "Youth Worker Reference, Confidential." If you would instead prefer to have an elder talk personally with a reference, complete the form through question 1 and give it to the elder.

**Statement of Release:** Having made application for youth work at Sparta Evangelical Free Church and desiring the church to be informed as to my past record and character, I authorize you to release to the church any information you may have regarding my record, character and fitness for youth work. I release you from liability for any damage that may result from furnishing such information to the church, and I waive any right that I may have to inspect any such information provided on my behalf.

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Name of Applicant (Printed)

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Signature

**Note:** "youth work" means any activity that involves the regular supervision or custody of minors, including serving as a nursery attendant, Sunday school teacher, or youth group leader or assistant.

1. Name of reference: \_\_\_\_\_ Phone No. \_\_\_\_\_
2. How long have you known the applicant? \_\_\_\_\_
3. In what capacity have you known the applicant? \_\_\_\_\_
4. How well do you know the applicant?  Very well  Well  Casually  Little  Very little
5. Describe the applicant's gifts, experience, or abilities for youth work (use back if necessary):
  
6. To the best of your knowledge, has the applicant ever been involved in any kind of conduct or activity that indicates that he or she might mistreat, molest or abuse a child?  No  Yes (If yes, please explain. Use back if necessary.)
7. What is your overall recommendation?  I recommend the applicant for youth work  
 I believe the applicant is unsuited for youth work

Please feel free to provide additional information on a separate sheet of paper. Thank you for your assistance.

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

For Office Use Only

- Completed by named reference and returned to church on \_\_\_\_\_
- Completed by \_\_\_\_\_ on \_\_\_\_\_ by  telephone  personal visit

## REFERENCE FOR YOUTH WORKER (#2)

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Instructions to applicant for youth work: Sign the statement of release below and give copies of this form to three references (not employers or relatives, and preferably people who have supervised your previous work with youth). Ask them to complete and return in directly to the church office. Please provide each reference with a stamped envelope, addressed to the church, and marked "Youth Worker Reference, Confidential." If you would instead prefer to have an elder talk personally with a reference, complete the form through question 1 and give it to the elder.

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7. What is your overall recommendation?  I recommend the applicant for youth work  
 I believe the applicant is unsuited for youth work

Please feel free to provide additional information on a separate sheet of paper. Thank you for your assistance.

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

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- Completed by \_\_\_\_\_ on \_\_\_\_\_ by  telephone  personal visit

## REFERENCE FOR YOUTH WORKER (#3)

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Instructions to applicant for youth work: Sign the statement of release below and give copies of this form to three references (not employers or relatives, and preferably people who have supervised your previous work with youth). Ask them to complete and return in directly to the church office. Please provide each reference with a stamped envelope, addressed to the church, and marked "Youth Worker Reference, Confidential." If you would instead prefer to have an elder talk personally with a reference, complete the form through question 1 and give it to the elder.

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Name of Applicant (Printed)

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Signature

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7. What is your overall recommendation?  I recommend the applicant for youth work  
 I believe the applicant is unsuited for youth work

Please feel free to provide additional information on a separate sheet of paper. Thank you for your assistance.

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

For Office Use Only

- Completed by named reference and returned to church on \_\_\_\_\_
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