

**NEW MACEDONIA BAPTIST CHURCH
POLICY FOR
PREVENTION AND RESPONSE TO
CHILD ABUSE AND NEGLECT**

SECTION 1: Pre-Employment Procedures for Paid and Volunteer Workers

It is the policy of New Macedonia Baptist Church to adequately screen the applications of persons desiring to work with children participating in all Church programs, including participants in temporary child care programs of the Church.

The following guidelines will be used as New Macedonia Baptist Church (herein after referred to as “Church”) reviews applicants for positions in the children/Youth & Teen Ministry.

1.1 Classification of Workers According to Their Duties. In order to screen workers appropriately to their responsibilities, the Pastor, Youth Pastor, Christian Education Minister and a representative from each of the tier-leadership ministries (herein after referred to as the Child Protection Oversight Committee or CPOC) will categorize workers into two categories: primary and secondary. The terms *primary* and *secondary* do not refer to the ages of children served, but rather to relative levels of responsibility and risk.

Primary Workers. All selected paid staff and those volunteers in roles with greater responsibility or risk should be classified as primary workers and should meet the primary screening standards. Primary workers will be identified by the CPOC.

Secondary Workers. Secondary workers are people who work with groups of children and/or do so in a group setting. For example, Sunday school teachers and volunteers who see children only in a group setting or who interact with children in the presence of an approved primary worker, may be classified as a secondary worker. This category may also include parents of participants who supervise activities.

The term “worker” shall include both primary and secondary workers unless the context requires otherwise.

Minimum Age. All workers must be 18 years of age or older. Younger persons may assist adults, but they may not take the place of adult workers. The Church may use responsible teens (under the age of 18 years) in positions with and under the direct supervision of an approved adult worker after they go through a screening process with the CPOC (Teen Assistants must go through the selection process).

1.2 Confidential Interviews. All applicants desiring to work with children must be interviewed for suitability for the work they desire to do. Interviews will be conducted by a minimum of three members of the CPOC. Church policy concerning prevention and response to child abuse and neglect must be discussed during the interview.

1.3 Six Month Rule. Applicants must have been an active member of the Church for at least six months. This time of interaction between ministry leaders and the applicant allows ministry leaders to better evaluate the suitability of an applicant for working with children. In some situations this rule is not feasible and may be waived (such as new Church employees who are not Church members) after they are screened by the CPOC.

1.4 Application Forms. Applicants must complete and sign an application and the related waivers giving permission to check references and background information.

1.5 Criminal Background Check and Child Abuse Registry. A criminal background and child abuse registry check shall be required for primary & secondary worker positions (see definitions in sec. 1.1). Criminal

Background Checks and Child Abuse Registry Checks will be handled and maintained confidentially by the Trustees. Information will be released to the Pastor and Deacon Board on a need to know basis only.

1.6 References. The CPOC must check at least three references for each primary worker applicant and must conduct a reasonable inquiry into the character of secondary worker applicants. The references may be checked by phone, mail, or in person. Whenever possible, the three references should include: one person who has known the applicant well for one year or longer, a former supervisor, and a member of the applicant's immediate family. For applicants for compensated positions, additional former supervisors may be checked. The person conducting the phone reference check will fill out the children/Youth & Teen Worker Reference" form. Reference checks for current ministry leaders will be waived after they complete a successful background check.

1.7 Auto Safety. Persons who will drive Church vans or vans provided by the Church for conducting Church business or transporting children are acting as volunteers and not as employees of the church. If they drive these vans on a regular basis they must complete an "Auto Safety Certification" form, maintain a current valid Georgia driver's license, provide proof of insurance in such amounts as may be required by the Church and comply with all other Church transportation policies. The auto safety responsibility when transporting children in privately owned vehicles will be the responsibility of the driver. The Auto Safety Certification form is submitted to and maintained by the Trustee Board.

1.8 First Aid Training. A minimum of five Youth leaders who work with children must maintain current certification in basic first aid and basic CPR (or their equivalent) as required by applicable licensing requirements or other statutes or regulations. The Church will pay costs of training for the Nursing Guild and have them provide training for these youth workers. Training records will be kept by the secretary of the youth council in a file located in the youth administration area.

1.9 Signatures on Guidelines. All applicants must acknowledge in writing that they understand the guidelines pertaining to their positions and that they agree to abide by them. This requirement will be met by having applicants sign the printed "Guidelines" forms that are appropriate for their position. Workers who work with several ministry areas should sign the appropriate form for each ministry area. Signed "Guidelines" forms will be maintained by the Trustees.

1.10 Confidentiality of Information. The Trustees will keep confidential all information received in the applicant selection process. Such information will be marked as such and stored with limited access afforded only to appropriate Church staff and others with a **need to know** as determined by the Trustees.

1.11 Delays in Receiving Information. While the Church is waiting for the response to the background information and references required under section 1.7, applicants will not be in contact with children. Both the background and reference checks must be completed before applicants begin work with children.

SECTION 2: Supervisory Requirements over Persons Working with Children

It is the policy of The Church to provide adequate supervisory control of persons working with children participating in all Church programs, including but not limited to participants in any temporary child care programs of the Church.

The following regulations shall be applicable to all primary and secondary workers having contact with children participating in all Church programs:

- 2.1 Definition of “Children”.** As used in these policies regarding the prevention and response to child abuse and neglect, the term “child” or “children” shall include all persons ages 4-17 unless the context of the policy provision clearly indicates its application is limited to a specific group of such individuals.
- 2.2 Ratio of Workers to Children.** The CPOC shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children giving due regard to all factors present, including the number and age of the participants, the nature of the activities in which they are involved and the location at which such activities are taking place. Whenever practical, it shall be the goal to have no less than two workers present at all times, one of which must be a primary worker.
- 2.3 “Two Adult Rule”.** No less than two workers must be present at all times for all activities involving children (ages 4-17) regardless of the number of participants, location or activities involved, one of which must be a primary worker.
- 2.4 CPOC.** This group will ensure ongoing supervision of all workers in the Children/Youth & Teen Ministry, which may include unannounced visits into classes and other program sites from time to time.
- 2.5 Awareness of Church Policy by Workers.** The CPOC shall periodically review the definition of child abuse and neglect as defined by law and the Church’s policy concerning child abuse and neglect. Such review shall be conducted with the workers individually or in groups, at least annually and following each change in or addition to such policies. Each worker shall acknowledge participating in the periodic review of the Church policies and procedures. They shall acknowledge receipt of a written copy of the policy prior to the time they commence working with children and after each change in, or addition to, such policy. The signed acknowledgments shall be retained in the file maintained by the Trustees.

SECTION 3: Protection of Children.

It is the policy of the Church to provide a safe environment for the physical and emotional well being of children participating in all Church programs, including participants in any temporary child care programs of the Church.

- 3.1 Safety of Children.** It is the responsibility of all persons having contact with children participating in all Church programs to promote the emotional and physical safety of the participants giving due regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists, such persons shall immediately take appropriate precautions under the circumstance present to protect all participants. Nothing contained in any other Church policy, procedure or instructions from any other person shall be construed to relieve persons having contact with children participating in all Church programs to promote the emotional and physical safety of the participants.
- 3.2 Observation of Children.** Church activities for children shall be scheduled in areas visible from adjoining halls. Such visibility will be maintained by leaving curtains and blinds open on hallway windows and if necessary leaving the door to the rooms open. Reasonable exceptions to this rule may be made by the CPOC where seclusion is necessary for rest such as in infant areas provided two unrelated workers are present at all times. However, in no event shall a person meet alone with a child in any room where the door is closed.

Children ages 4-8 must be accompanied to the bathrooms. Children ages 9-17 will not have to be accompanied. Youth coordinators and security via cameras will monitor the 4-8 age group when they are away from the classrooms.

3.3 Counseling of Children. Only certified counselors, appointed by the Pastor, will counsel children should counseling become necessary. Others can provide spiritual guidance according to God's word.

3.4 Identification System. The church has installed and will maintain a system to identify persons authorized to pick up and take responsibility for school children between the ages of 4-12 leaving Sunday School and Youth Church in which they have been participating. A child will only be released to an authorized parent or guardian. Such system will not be necessary for children below the age of 4 and above the age of 12 unless a parent specifically requests it or some other system be used and the church believes it can be reasonably implemented. **Please Note! Parents or guardians must utilize the check in/out system for all children** between the ages of 4-12. Children 13-17 can use the system to check themselves in and out.

SECTION 4: Procedure for Reporting and Responding to Alleged Child Abuse and Neglect.

It is the policy of NMBC to report incidents of child abuse or neglect involving a child. It is the responsibility of primary or secondary worker(s) in the youth Ministries of the Church, including participants in any child care programs of the Church, to report such incidents to law enforcement (see below).

4.1 Reports Required. Any worker of the Church who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall report that belief according to the following procedure:

- A. The worker(s) shall report such belief to the CPOC and they will complete an Incident Report in such form as required by the Church.
- B. The worker(s) jointly with the CPOC shall immediately report such to one of the following:
 1. The Clayton County Police Department (911);
 2. The Department of Family Services (DFS) of the Georgia Department of Protective and Regulatory Services; or
 3. Such other agency as may be required by law.
- C. The Chairman of the Trustees and/or the Chairman of the Deacons shall notify appropriate legal counsel.
- D. The Chairman of the Trustees shall notify the Church's insurance agent that an abuse report has been filed with the appropriate state agency.

4.2 Information in Report. The person making a report shall identify, if known:

- A. The name and address of the child;
- B. The name and address of the person responsible for the care, custody, or welfare of the child; and
- C. Any other pertinent information concerning the alleged or suspected abuse or neglect.

4.3 Investigation of Alleged Abuse or Neglect. No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness beyond a reasonable amount necessary to cause such person to have cause to believe that a child has been abused or neglected.

Interviews with any child, accused person, or witnesses shall be conducted by authorized officials of the agency to whom such abuse or neglect is reported and when appropriate, legal counsel, and other persons representing the Church. All employees and volunteers of the Church shall cooperate with such child abuse investigation without the consent of the child's parents or any worker of the Church, if necessary.

4.4 Preservation of Records. All documents related to the event at which the abuse or neglect occurred, if Church related, including a list of those persons known to be present or in the vicinity of the alleged abuse, will be maintained by the Trustees, who shall review them for the purpose of determining if the documents

are all present and complete in accordance with standard procedures. If any documents are missing, the Trustees shall make a written notation of such. The Chairman of the Trustees will retain them until advised that all criminal or civil investigations and actions, if any, have been completed. The Trustees shall keep a reasonably detailed log of the report of the alleged child abuse and neglect which shall include the date, time and identity of persons involved in the incident and the reporting of the incident.

4.5 Confidentiality. All reports of child abuse and neglect shall be absolutely confidential. No person shall communicate any information concerning the alleged event, including but not limited to the details of the incident or the identities of the child or the accused individual(s), to any other person except as may be necessary to report the incident as set forth herein or to cooperate with any official investigation of such incident. Any breach of this confidentiality by an employee or volunteer of The Church shall be cause for immediate dismissal from the assigned duties.

The Pastor/Deacon Board and the official conducting the investigation may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no such case shall the identity of the victim or the accused person be disclosed except as required by law.

The Pastor, being mindful of the potential for a conflict of interest, and if necessary, may designate someone in The Church to pray with and provide spiritual encouragement according to God's word to those involved in the alleged incident.

All persons shall act Christ like towards the child, the parents, and the accused at all times.

4.6 Liaison with the Community. The Pastor/Chairman of the Deacon Board shall be the sole spokespersons for the Church concerning the alleged abuse unless another person shall be jointly authorized to act as the spokesperson by Chairman of the Deacon Board. The church will refrain from public comment (especially to the media), but refer the issue to legal counsel for response, or to formulate a church-stated oral or written response. All inquiries concerning child abuse and neglect shall be referred to the appropriate spokesperson for response. This shall not relieve any person of the obligation to cooperate with the investigation of the alleged activity.

4.7 Suspension of Church Related Duties. Any person accused of child abuse or neglect shall be suspended from all Church related duties involving children, including all child care, teaching, transportation or sponsorship duties. In the case of paid employees, the Deacon Board shall determine the extent to which employment and compensation should be continued during the investigation. The Pastor shall not be authorized to conduct an investigation of the incident but shall be allowed to monitor any such investigation and receive confidential information concerning the incident as may be necessary to determine issues concerning continuation of employment and compensation.

4.8 Discipline of Children. No child should be spanked or otherwise physically disciplined. A child may be physically restrained to prevent harm to him or to another, and to end disruptive or dangerous behavior. In the event these actions are not successful, or where a child is constantly disruptive to the class, this shall be reported to the Youth Administration office and the parent(s) of said child. In the judgment of the Youth Administration office, a child may be temporarily or permanently removed from a class.

4.9 Physical Contact. A handshake or side-by-side hug may be used instead of fully body contacts. However, kissing, back/shoulder/neck rubs, massages or similar contacts are not allowed by any employee or volunteer.

4.10 Prohibited Behavior. No employee or volunteer may threaten or inflict physical injury upon a child; engage in any sexual contact with a child; or make any kind of sexual advance, request for sexual favor, or engage in any verbal, visual or physical conduct of a sexual nature with a child.

4.11 Illegal Conduct. No employee or volunteer shall do anything with respect to a child which, now or in the future, is defined as illegal under the laws of this state.

Recommended Screening Requirements for Primary and Secondary Workers		
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	<u>Primary</u>	<u>Secondary</u>
Six Month Rule (may be waived for employees)	yes	yes
Application Form	yes	yes
Records Request Authorization	yes	yes
References	3 or more	3 or more
Confidential Interview	in-depth	brief
Criminal/Court Records Background Check	yes	yes
Child Abuse Registry	yes	yes
Auto Safety Form	yes, if operating Church van or church-sponsored van on church business	(same)
Guidelines (signed) and	yes	yes
Job Descriptions	yes	yes

**NEW MACEDONIA BAPTIST CHURCH
APPLICATION FOR
CHILDREN WORKERS (Ages 4-17)**

Supplement to Standard Employment Application Form

Note: This form is to be completed by all applicants (employee and volunteer) for any position involving supervision or custody of minors. This application is used by New Macedonia Baptist Church to help promote a safe environment for the preschoolers, children, and youth that participate in our programs or use our facilities.

Statement of Intent

- Any applicant who has ever been convicted of a felony including, but not limited to, child sexual abuse, physical abuse, or domestic violence should not volunteer for service in any church sponsored activity or program for children, ages 4-17. Applicants with criminal records of other types will be evaluated at the discretion of the CPOC.
- Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the New Macedonia Baptist Church family. Applicants who have such a history should discuss their desire to work with children (ages 4-17) with the CPOC, in either case, with the Pastor if preferred, prior to any participation as an employee or volunteer. At the request of the applicant, a minister of the same gender may conduct the interview.
- All applicants must study and agree to obey the guidelines that are provided for their program and position within the Church's children or youth & teen ministry.

Please answer each question. Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons.

Date _____ Name _____
Last First MI

Have you used any other name? _____ Yes _____ No If yes, please list complete name and dates of use on the reverse side of this application.

Present Address _____
Street City State Zip

Home Phone _____ Work Phone _____

E-mail Address _____

Social Security # _____ Driver's License # _____

Please list addresses lived at over the last 10 years (for additional space use reverse side of this application):

Previous Address _____
Street City State Zip

Previous Address _____
Street City State Zip

Previous Address _____

Street

City

State

Zip

What youth program/age of children do you prefer? _____

7:45 Service, Sunday School, 11:00 Service, Tuesday Night Bible Study for the following age groups.

Kindergarten 4-5 year old

Primary 6-8 year old

Juniors 9-12 year old

Teens 13-18 years old

Youth Chapel

On what date would you be available? _____

Please answer each question. You may use the back of this paper for explanations or you may attach extra pages. The information on this application will not be disclosed to unauthorized persons.

Yes No

____ ____ As a church children (ages 4-17) worker, do you agree to observe all guidelines and policies regarding working with children?

____ ____ Have you ever been convicted of a criminal offense (felony or misdemeanor except for minor traffic violations)? You will need to answer “yes” if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement or explanation, including nature of offense, date, court where conviction occurred, and other relevant information.

____ ____ Have you ever been convicted of a crime, sex-related or otherwise?

____ ____ Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances, and names and address of the entity receiving the report.

____ ____ Have you ever been subjected to expulsion, reprimand, or other discipline by a church or other religious organization? If so, please describe the circumstances, and provide the name and address of the church, denomination, or religious organization involved.

____ ____ Have you ever been disciplined or dismissed from employment or a volunteer position by any organization, including charitable or religious organizations, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer.

____ ____ Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, church, or other organization where the lawsuit, investigation, or allegation arose or occurred.

Yes No

____ Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar service?

____ Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children? If so, please describe the circumstances, and provide the name and address of the employer, church, or organization with which you and/or the children were associated at the time of the accident.

____ Do you have any investigation, review, or disciplinary action **pending** by an employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children?

____ Were you abused as a child? (If you prefer, you may wish to refuse to answer this question, or you may discuss your answer in confidence with the appropriate staff minister rather than answering it on this form. Answering "yes" or failing to answer will not automatically disqualify an applicant for preschool/children or youth work.)

Church Activity

Name of church other than NMBC of which you are (check one): _____ a member currently
_____ most recently

Church: _____

____ I have never been a member of a church before. _____ Are you saved?

If a member of our church, how long have you been attending NMBC? _____ Years _____ Months

List other churches you have been a member of over the past five years:

Church Name	Area Code & Phone Number	Contact Person	Years
_____	_____	_____	_____
_____	_____	_____	_____

List previous work (church and non-church) involving children and/or youth. Use a separate sheet of paper if needed.

Organization	Type of Work	Contact Person/Supervisor	AC & Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List gifts, callings, training, education, or other factors that may have prepared you for work with children and/or youth. Use a separate sheet of paper if needed.

Identify all employers for whom you have worked for during the past 10 years. Include part-time and temporary employers. Start with your most recent employer. Attach an additional sheet if necessary. (If this information is listed on the standard application for employment, or for volunteer positions, this section may be waived at the discretion of the program leader.)

Employer _____ Supervisor's Name & Phone _____
Dates of Employment From: _____ To: _____
Title _____ Duties _____
Reason for Leaving _____

Employer _____ Supervisor's Name & Phone _____
Dates of Employment From: _____ To: _____
Title _____ Duties _____
Reason for Leaving _____

Employer _____ Supervisor's Name & Phone _____
Dates of Employment From: _____ To: _____
Title _____ Duties _____
Reason for Leaving _____

Employer _____ Supervisor's Name & Phone _____
Dates of Employment From: _____ To: _____
Title _____ Duties _____
Reason for Leaving _____

Please describe your activities during any gaps in employment **in excess of three months**.
Do not include leave or time off due to illness or medical treatment.

**NEW MACEDONIA BAPTIST CHURCH
CHILDREN (Ages 4-17) WORKER
APPLICANT STATEMENT**

Name _____

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me.

In consideration of the receipt and evaluation of this application by New Macedonia Baptist Church, I hereby release New Macedonia Baptist Church and any individual, church, youth organization, charity, employer, reference, or any 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, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of New Macedonia Baptist Church that all employees and volunteers conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with New Macedonia Baptist Church's children and youth & teen ministry policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all at the discretion of the church.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, New Macedonia Baptist Church may determine that I am no longer qualified to be associated with its programs as a church worker, employee, or volunteer in any capacity.

Applicant Signature _____

Date _____

Print Name _____

Witness _____

Date _____

(to be witnessed by CPOC member)

Please note: All paid or volunteer workers (PVW) must complete the attached Waiver, Release, and Hold Harmless Agreement prior to working in any capacity.

**NEW MACEDONIA BAPTIST CHURCH
CHILDREN (Ages 4-17) WORKER
REFERENCE FORM**

Note: Please let the reference know that “information given will not be released to unauthorized persons.” This form may be suitable as a supplement to other, more detailed reference information that may be used for employees. It may serve as a stand-alone reference form for primary positions involving volunteers and may also be used for references of existing employees or volunteers.

Name of Applicant _____

Reference or Church Contacted (If a church or organization, note the person and the organization being contacted.)

Date of Contact _____

Person contacting the reference _____ Position _____

Method of Contact (phone, letter, personal conversation) _____

REFERENCE QUESTIONS

(1) How do you know the applicant? For how long have you known him/her?

(2) Would you recommend this applicant for a position of trust supervising children and youth? Why or why not?

At this point, ask any relevant questions that are appropriate to the situation, such as specific duties, length of employment, strengths and weaknesses when dealing with young people, etc. Information may be noted on the back of this paper.

Remind the reference that “information will not be disclosed to unauthorized persons.” Then ask the closing question:

Is there anything else we should know about this person before putting him/her in a position of trust with children and/or youth?

**NEW MACEDONIA BAPTIST CHURCH
CHILDREN (Ages 4-17) WORKER
AUTHORIZATION FOR CRIMINAL/COURT RECORDS CHECK**

RELEASE AUTHORIZATION:

1. In connection with my application for placement, I understand that an investigative report will be requested that will include information as to my character, work habits, performance, and experience, along with reasons for disciplinary action or termination or past employment. I understand that as directed by policy and consistent with the job described, you may be requesting information from public and private sources about my criminal record, driving record, education, and previous employment.
2. The fact that applicants have a criminal record will not be an automatic bar to employment or work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed and subsequent rehabilitation will be taken into account.
3. I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as valid as the original. This release is valid for most federal, state, and county agencies.
4. I hereby authorize, without reservation, any law enforcement agency, court, institution, information service bureau, school, employer, or other organization or person contacted by the employer or its agent to furnish the information described in Section 1.

Signature Today's Date

Please print your full name

PLEASE COMPLETE THE ATTACHED CLAYTON COUNTY POLICE CRIMINAL HISTORY CONSENT FORM.

**NEW MACEDONIA BAPTIST CHURCH
AUTO SAFETY CERTIFICATION**

Note: This form is intended for workers who have responsibility to conduct church business or transport children (ages 4-17) on church van or van provided by NMBC. Only persons with valid driver's licenses and valid personal auto insurance may transport children and others as part of church activities. (The auto safety responsibility when transporting children (ages 4-17) in privately owned vehicles will be the responsibility of the driver).

Please answer each question. The information on this application will not be disclosed to unauthorized persons.

Are you now a licensed driver? _____ Yes _____ No

Please present your license to staff so they may copy it for the records.

Do you currently have personal auto insurance? _____ Yes _____ No

Please present your proof of insurance card to staff so they may copy it for the records.

Have you been ticketed for driving violations (parking tickets not included) within the past 2 years?

_____ Yes _____ No

(If yes, please explain the nature of the tickets on the back of this paper.)

Agreement to Notify of Driving Events: I agree to immediately inform the Trustees or Pastor if my driver's license is suspended or revoked, if I am ticketed for a driving offense, or if I have DUI or DWI charges pending. I must also notify the Trustees or Pastor if my personal auto insurance is canceled or not renewed. These notifications are required *even if the offenses are not related to church work*. The church will not release this information to unauthorized persons. Note: Being ticketed for a **minor offense** does not automatically disqualify a worker from transporting people.

Seat Belt Usage: I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times. In vans or buses that are not outfitted with seat belts, this rule does not apply.

Safe Vehicles: I agree to transport persons only in vehicles that are in safe operating condition.

I have truthfully and accurately responded to the questions above. I agree to notify the church if any of the driving events listed above occurs. I understand that drivers of church vans or vans provided by the church are volunteers and not employees of the church.

Signature

Date

Please print name

Note to Trustees: This form, together with a copy of the applicant's driver's license and insurance card, should be filed with the applicant's application.

GEORGIA
CLAYTON COUNTY

WAIVER, RELEASE AND HOLD HARMLESS AGREEMENT

This Waiver, Release and Hold Harmless Agreement ("Release") is made this
day of _____, 20__ by _____,
Paid or Volunteer Worker ("PVW").

WHEREAS, New Macedonia Baptist Church ("NMBC") operates church programs wherein children participate, including temporary child care programs of the church; and

WHEREAS, in consideration of the willingness of NMBC to operate such programs without charge; and

WHEREAS, the PVW desires to be employed or volunteer in one or more of said NMBC operations;

NOW THEREFORE, PVW on behalf of himself, herself, and his or her, heirs, assigns, and all other person claiming by, under or through the PVW represents, covenants and agrees as follows:

1. PVW acknowledges that in the course of providing services under NMBC programs, NMBC or its volunteers, employees, officers, agents or representatives might cause injuries, death, property damage or other harm to PVW or to third parties. PVW accepts and voluntarily incurs all risks of any such injuries, damages, or harm which arise during or resulting from any activities of or services provided by NMBC or its employees, officers, agents or representatives, except only to the extent caused by the negligence or other fault of NMBC, and/or its volunteers, officers, agents, representatives or insurers ("Released Parties").
2. PVW waives, releases and forever discharges all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or resulting from any activity of or services provided by any of the Released Parties under or in connection with NMBC operations, except only to the extent caused by the willful misconduct or intentional injury or damage of any of the Released Parties.

3. PVW agrees to indemnify and hold the Released Parties harmless from all losses, liabilities, damages costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that (i) PVW, (ii) anyone claiming by, under or through PVW, or (iii) any third party, may bring against any of the Released Parties for PVW actions or inactions to recover any losses, liabilities, costs, damages, or expenses which arise during or result from the participation by, or services supplied by, any of the Released Parties in NMBC operations, except only to the extent caused by the willful misconduct or intentional injury or damage of any of the Released Parties.

4. PVW acknowledges having carefully read and reviewed this Waiver, Release and Hold Harmless Agreement, and PVW represents that he or she fully understands and voluntarily executes the same.

Executed this _____ day of _____, 20____

Paid or Volunteer Worker

For New Macedonia Baptist Church