



**KID
CITY**

KIDCITY WORKER INFO PACKET

[TO BE COMPLETED BY EVERYONE COMMITTED TO LIFE IN THE CITY CHURCH]

WELCOME TO KidCITY!

The City Church believes that the church is a family. As a family, we all take turns coming alongside parents to help with their child's spiritual growth. With that in mind, it's an expectation that everyone committed to life in The City Church will rotate through leadership of KidCity during All-Church Gatherings. We know this might be a stretch for some folks, but we think it's a vital part of your discipleship as well as the kids' discipleship! To make sure you're well-prepared for this task, do the following:

- Read and familiarize yourself with the KidCity expectations and policies in this packet, as well as The City Church's doctrinal statement. Then fill out the info sheet and background check consent form on the last two pages. This document contains sensitive information and will be kept confidential
- Attend annual KidCity training, as well as any other training required by City Church and KidCity leaders

And to make sure our kids are well-cared-for, we require you to do the following:

- Inform KidCity leaders about prior criminal behavior. Individuals who have been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse cannot serve in KidCity ministries nor will they be employed for any church-sponsored activity or program dedicated to minors.
- Submit information for a Criminal Background Check that will be run on volunteers annually as long as they continue to serve in the ministry.

We know there's a lot of information here, but we place the highest value on the spiritual growth, safety, and fun of our KidCity ministry, Thank you for taking the time to be thorough, and please let us know if you have any questions.

KIDCITY VOLUNTEER EXPECTATIONS

The following expectations are effective for volunteers working in the preschool, children's and/or student ministries of The City Church. They are put in place, not based on a lack of trust, but based on the need to protect our children, youth, employees, volunteers and the mission of The City Church. The leadership of The City Church recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, inappropriate conduct toward or abuse of a minor.

RELATIONSHIP AND INTERACTION WITH MINORS

Discretion in workers' personal lives is fundamental to both spiritual integrity and ministry among children and youth and their families (Ephesians 5:1-12, 15-16). In regard to relationships with minors, KidCity workers are expected to:

- Behave toward a minor in the same way you would if their parent or guardian were present. Live wisely, without any hint of misconduct.
- Never engage in any verbal or nonverbal sexual interaction with any minor. Any such interaction is inappropriate and prohibited.
- Never engage in any verbal or nonverbal sexual interaction with any adult in the presence of a minor. Any such interaction is inappropriate and prohibited.
- Males of any age will never work with children or students without a woman being present. Males will never change diapers or assist children in restroom situations.
- Workers of any age should never alone with any minor. If you find yourself in a situation where you are alone with a minor, especially one of the opposite gender, quickly move to a public setting.
- KidCity will have scheduled restroom breaks. Workers should stand at the door of the restroom while children use the restroom, and if an issue arises, a second worker must be in the restroom before any help is given. Females only will be allowed to help children in restrooms.
- Report any and all suspicions of physical or sexual abuse of a minor to a member of the ministry staff so that the appropriate reporting can be done.
- Promptly report any knowledge or suspicion of any staff or volunteer having an inappropriate relationship with a minor to the appropriate Ministry Head. If the person in question is the Ministry Head, the report should be made to the supervisor of that person*.
- Not engage in wrestling or physical horseplay with workers or minors of the opposite sex.
- Not use ministry games or activities as a venue for excessive competition that leads to inappropriate behavior.
- Not spend time with any minor outside of church-related or church-sponsored activities without the knowledge and consent of that minor's parent or guardian.
- Avoid prolonged or consistent private communication with minors of the opposite sex (ie, phone call, email, IM, text messaging, MySpace, Facebook)

[A contact list of Ministry Heads and Supervisors can be found at the end of this document.]*

DATING

Acknowledging that one of the most fulfilling relationships in Scripture and life is the one that a man and a woman share, we recognize that a staff member or worker may establish a relationship with another staff member or worker of the other gender. We also recognize that one of the greatest visible destroyers of ministry is moral impurity. Therefore, KidCity workers are expected to:

- Abstain from premarital sex, extramarital sex, homosexual incident, and sexual impurity**. Immediate suspension from staff or worker status will result, followed by appropriate counsel.
- Not date a child, middle school, or high school student. Romantic or sexual attraction for a child or student by an adult leader should be discussed with the Ministry Head for prayer and guidance.
- Model appropriate behavior if workers are involved in a dating or courting relationship. Workers' behavior should be an example to minors within the ministry. Particularly during church functions, your focus is to be on the Lord as well as serving our children and students. If the relationship or relationship

aftermath become a distraction to the ministry, or a stumbling block to others, appropriate action will be taken by the Ministry Department.

- To remember that as you date another person involved in the church, that if the relationship ends, that person will still be around to testify to your behavior and character.

*[** It should be noted that Galatians 5:19-21 lists the deeds of the flesh beginning with sexual immorality, impurity, sensuality, etc. The apostle Paul makes a clear distinction between sexual immorality (intercourse outside of marriage or adultery) and impurity/sensuality. These can include but are not limited to pornography in any form, impure physical contact (petting, fondling, etc), sexual innuendos and sexual flirting. KidCity workers (and all believers) are expected to live a life of purity in all forms.]*

APPEARANCE

As ministers of the gospel, our appearance should protect the reputation and image of the Holy Spirit (1Timothy 2:9, 1Corinthians 8:27, 1Thessalonians 4:6) and should reflect inner qualities (1Peter 3:1-8). Therefore, KidCity workers are expected to:

- Dress appropriately according to the nature of the event or activity.
- Dress modestly at all times. Modesty means more than just appropriate clothing. It also means appropriate attitude toward others, especially the opposite sex.

CHARACTER EXPECTATIONS

Outward actions and attitudes are evidence of inward conditions. As believers in Jesus, we are reflections of God's glory, and as such, KidCity workers are expected to hold to the following:

Walk in Integrity

- Faithfulness in time. Fulfilling ministry commitment by showing up when scheduled, arriving on time (as set by individual ministry policy), and notifying Ministry Head of inability to fulfill ministry commitment according to individual ministry policy.
- Faithfulness in preparation. Administering the Word of God is a weighty thing. Whether you are teaching 2 year olds, leading small group discussion for 3rd graders or seniors in High School, the Word of God is living and active, and there is great responsibility that goes with handling it. You are expected to be prepared to execute your ministry commitment with excellence and sincerity.
- Faithfulness in stewardship. Treat all church property, equipment, resources and supplies with respect. Be responsible for event cash, petty cash, and receipts that must be turned in for reimbursement.
- Faithfulness in small things. Keep your word, fulfill requests on time, follow through with commitments to students or ministry leaders, respond to voicemail or email.

Be Teachable

None of us has arrived; we are all on the journey. We are striving toward greater affections for Jesus, deeper satisfaction in Jesus, more passion for the glory of God, increased knowledge of God, which becomes fuel for the greater affections we seek. We must be active in our spiritual growth and seek opportunities to foster such growth through regular attendance of All-Church Gatherings, Villages, and other opportunities.

We must read and observe with a teachable, humble spirit. The City Church is a safe place to not be okay, to be honest about brokenness and struggle. But it is not a safe place to be complacent about sin or abuse grace. KidCity Workers are expected to be open to accountability and correction. KidCity Workers are expected to pursue godliness, wise living and to fight sin according to the scriptures.

Be an appropriate role model

Be mindful that our children and students will emulate you – from the kind of music you like to the movies you see to the jokes you tell to the way you speak about others. Live above reproach in accordance with the standards of godliness set forth in scripture. When interacting with children or students, whether during planned or unplanned activities, use careful discretion in your conversations and actions. KidCity workers are expected to refrain from gossip and slander. Substances used by workers also model behavior to minors. Workers will abstain from the consumption of alcoholic beverages, tobacco products or any illegal substance in

the presence of minors. All workers are asked to refrain from sharing jokes or stories that would encourage substance abuse, in any form, among minors.

Develop a servant's heart

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus...who made Himself nothing, taking the very nature of a servant...He humbled Himself, and became obedient to death, even to death on a cross" Philippians 2:3-8. We are not concerned with rank or position. As we faithfully serve one another within the ministry, the Lord expands our outreach and provides opportunities to serve those outside of the ministry. In homes, at church gatherings, and in the community, others should remember us by our willingness to serve them.

Respect Spiritual Authority

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you" Hebrews 13:17. KidCity workers must recognize their place within the overall ministry. Workers are asked to refrain from unauthorized acts of spiritual authority on behalf of The City Church and its ministers and pastors.

DISCIPLINE

"From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked". Luke 12:48 Disciplinary action may be taken, at the Ministry Heads' discretion, for failure to uphold The City Church's doctrinal statement, to honor the covenant and core values of The City Church, to uphold the KidCity Worker Expectations or the policies set by individual ministries. The disciplinary procedure is as follows:

- Verbal warning and correction
- Written warning and correction
- Meeting with Ministry Head to reevaluate ministry commitment and pray about future involvement

All KidCity Workers are expected to address conflict according to the Biblical process appointed by Jesus in Matthew 18. Rumors, gossip and "venting" are not profitable or edifying, and are therefore unacceptable. Workers are given and should feel freedom to express frustrations and concerns to the Ministry Head.

KidCity MINISTRY HEAD: Katie VanEss – katie.vaness@gmail.com - 817.403.0248

KIDCITY WORKER INFO SHEET & BACKGROUND CHECK CONSENT FORM

This sheet is to be completed by all applicants for any volunteer position involving the supervision of minors involved in The City Church. This is not an employment application.

Full name (first, middle, last): _____ Date of birth: ____/____/____

Maiden name or other name you may have been known by: _____

Current address, city, state, zip: _____ City/st of birth: _____

Previous address (if current for <2 yrs): _____ Social Security #: _____

Best email: _____ Cell phone: _____ T-shirt size (adult sizes):

Driver's license #: _____ State: _____ Expiration: ____/____ XS S M L XL

How long have you been involved with The City Church?

Which Village are you currently actively involved in?

What other ministries are you currently involved in?

Have you personally accepted Jesus Christ as your Lord and Savior, and are you committed to having the character of Jesus live through you? ___ Yes ___ No

Briefly describe any previous experience working with minors:

Have you ever been convicted, or received probation, community supervision, or deferred adjudication or similar deposition for, a felony, or a misdemeanor involving any act, use, or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged? ___ Yes ___ No

If yes, please briefly describe the nature of the crime(s), the date and place of conviction, adjudication, etc. and the legal disposition of each case:

Are you currently out on bail, the subject of a current warrant for arrest, or released your own recognizance pending trail? ___ Yes ___ No

Have you, at any time, been involved in or accused (rightly or wrongly), of sexual abuse, maltreatment, or neglect? ___ Yes ___ No

Have you been arrested or convicted for any criminal act more serious than a traffic violation? ___ Yes ___ No

Have you ever been a victim of any form of child abuse? ___ Yes ___ No

Have you ever gone through treatment for alcohol or drug abuse? ___ Yes ___ No

Have you ever been asked to step away from ministry or work with students, in any setting whether paid or volunteer? ___ Yes ___ No

Is there anything in your past/current life that might be a problem if we found out about it later? ___ Yes ___ No

If the answer to any of the above questions is "yes," please briefly explain. If you'd like to keep it confidential, write "confidential" and it will be discussed with an elder in confidence.

I have read The City Church's doctrinal statement, and KidCity expectations/policies and agree to be bound by them. ___ Yes ___ No Initial here: _____

[Please fill out the back of this sheet in completion]

Please read this in its entirety and sign below:

I, the undersigned, give my authorization to The City Church representatives – hereafter referred to as “The Church” — to verify the information on this form. The Church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a church ministry worker. I am willing to request and submit to The Church background reports on myself from the TX Department of Social Services central registry.

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 you any information (including opinions) that they may have regarding my character and fitness for ministry. 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.

Should my application be accepted, I agree to be bound by the constitution, statement of faith, and policies of The Church, and to refrain from conduct unbecoming to Christ in the performance of my services on behalf of The Church. If I violate these guidelines, I understand that my volunteer status may be terminated. By signing this application, I state that all of the information given about myself is true.

The Church requires that all volunteers working with children under the age of 18 undergo a background check. This authorization is strictly confidential. The background check will entail criminal history, driving record and sexual abuse. Background checks will be resubmitted on an annual basis in order to maintain current information. These future checks will be done for those who are still volunteering and will not require future consent. Thank you for your cooperation, and we hope you understand the need for this application.

The Church will not deny participation as a volunteer to any applicant solely because the person has been convicted of a crime. The City Church, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties for which the position was applied.

If you were personally a victim of child abuse, we ask that you inform the leader of your ministry with which you may be volunteering. Please understand that this does not necessarily disqualify you from service, but we need to be aware of it. This information will be kept strictly confidential and will not be divulged to anybody else without your prior permission.

By signing below, you acknowledge that you have been advised that The Church has retained the services of Clear Investigative Advantage, a third party, to conduct a background check regarding prospective and/or continued volunteer work with The Church. Your signature will further authorize Clear Investigative Advantage to conduct a background check on you, including a criminal record and driving record search. In addition, by signing below, you agree to release The Church and its agents and employees, as well as Clear Investigative Advantage, from any and all liability with respect to the investigation, verification and/or use of any information relevant to your application for a volunteer position.

Certification & Authorization:

I certify that the information contained on this form is true, correct and complete to the best of my knowledge. I understand that The City Church requires criminal history and/or background checks for the purposes of evaluating me for a volunteer position. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT. This is a legally binding agreement which I have read and understand*.

Signature: _____ Printed name: _____ Date: ___/___/___

*If you are under the age of 18, we need your parent or legal guardian to consent to the background check by executing this document.

Parent/Legal Guardian Printed Name: _____ Signature: _____

Internal use: [Please attach background check approval status] Initial here: _____

Rec'd: ___/___/___ Follow-up: ___/___/___ Annual background check dates:

Rotation dates:

Other info: