

3/16/2014

CENTRAL BAPTIST CHURCH  
INSURANCE BACKGROUND CHECK PROCESS

Dear Ministry Worker,

We unfortunately live in a society today where there have been more frequent cases of sex-related and/or child abuse related offenses, resulting in legal action. The insurance industry today is requiring churches to have in place a process where ministry workers are screened in order to minimize their exposure to legal action. Our insurance company is no different requiring the church to have in place a background check process.

A process has been set up in order to accomplish this requirement. There are four parts:

- (1) Completion of a ministry worker application
- (2) Providing authorization for a background check
- (3) Training in Abuse Awareness
- (4) Reference checks (not applicable if you have been a member of the church over one year)

The Ministry Worker application obtains basic information about you and requires a signature. The authorization for a background check requires completion of a form on the church's website utilizing the same service used by the International Mission Board. The training in abuse awareness is a five-page document for the ministry worker to read, sign and return to the church office. (A two-hour abuse awareness training video is also available with a 25 question quiz at the end.) Reference checks are conducted for ministry workers who have not been a member of the church for over one year.

On the backside of this page are the specific steps to follow in order to complete this process. We thank you for your cooperation. If you have any questions, please contact the church office.

The Church Trustees

CENTRAL BAPTIST CHURCH  
MINISTRY WORKER BACKGROUND CHECK PROCESS

- Step 1: Fill out the attached Central Baptist Ministry Worker Application.
- Step 2: Turn the application into the church office.
- Step 3: Go to the church's website at [www.centralofmelbourne.com](http://www.centralofmelbourne.com)
- Step 4: Click on the "Resources" tab
- Step 5: Click on the "Links" tab
- Step 6: Click on the "Ministry Registration" tab
- Step 7: Fill in the background check information
- Step 8: Click "Next" when finished
- Step 9: Read the Central Baptist Church Abuse Awareness Safety Training handout, pages 1 to 5. (A two-hour abuse awareness training video is also available with a 25-question quiz at the end. If you want to take the video, contact the church office to have a link sent to your computer)
- Step 10: Sign page 5 of the Central Baptist Church Abuse Awareness Safety Training handout and return it to the office.

The church office will contact you if additional information is needed. If you have any questions, please contact the church office.

# CENTRAL BAPTIST CHURCH MINISTRY WORKER APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Business/Employer \_\_\_\_\_ May we call you at work? Yes / No

E-Mail Address \_\_\_\_\_

Special Skills, Training and Hobbies \_\_\_\_\_

Member of a Church? Yes / No Name of Church \_\_\_\_\_

Previous Volunteer Experience \_\_\_\_\_

When are you able to volunteer?  Days  Evenings  Weekends

In what Area/Areas of Ministry would you like to volunteer? \_\_\_\_\_

Have you ever been convicted of a felony? Yes / No

Have you ever been accused of, participated in, or been convicted of sex related and/or child abuse related offences? Yes / No

Check if applicant has been a member of CBC for at least one year as of the date of this application.

Reference information is only required if applicant has been a member of CBC for less than one year.

Please list 3 professional and/or personal (not including relatives) references. Information provided will remain confidential.

Name/Relationship	Address	City	Zip	Phone Number
1.				
2.				
3.				

The information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorization to Central Baptist Church or its representatives to release any and all records or information relating to this position. Central Baptist Church may contact references and appropriate government agencies for background checks, as deemed necessary, in order to verify my suitability for this position. I understand that the personal information in this application will be held confidentially by the professional Church staff.

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

# **CENTRAL BAPTIST CHURCH**

## **ABUSE AWARENESS SAFETY TRAINING**

### **1. CHILD SEXUAL ABUSE**

Child Abuse: Any intentional act by an adult or even another child which harms or threatens to harm a child's physical, mental or emotion health.

Abuser can be any person in a position of trust.

Child Sexual Abuse: Sexual contact between a child and an adult, or between a child and an older child or more powerful person, or the use of a child for sexual gratification.

Sexual abuse can be physical, verbal or visual.

#### **Facts**

- 1 in 3 girls will be sexually abused before 18 years of age.
- 1 in 7 boys will be sexually abused before 18 years of age.
- Male abuser who targets girls will have an average of 52 victims prior to prosecution.
- Male abuser who targets boys will have an average of 150 victims prior to prosecution.
- 66% of victims don't tell until adulthood, if ever.
- 60 million sexual survivors in the United States.

### **2. IMPACT OF SEXUAL ABUSE**

Sexual abuse creates long term symptoms with devastating impacts.

Defense mechanisms may include denial, repression, or rationalizations.

Victims may experience shame, self-blame, loneliness, guilt, worthlessness, poor self-esteem, or see themselves as unlovable.

All victims experience a loss of trust in adults and authority figures.

Certain behaviors can indicate sexual abuse in a child, such as eating disorders, self-mutilations, hiding behaviors, decline in grades or enthusiasm for activities, learning difficulties, withdraw from typical childhood activities, use of drugs or alcohol, be wetting, nightmares, or rebellion.

### **3. RECOGNIZING CHILD MOLESTERS**

Almost 90% of sexual abuse victims are abused by someone they know and trust.

Molesters can be either male or female.

### **Types of Molesters**

- Preferential abusers *prefer* a child as a sexual partner.
- Generally has a particular *age* and *sex* of preference (for example, 8 to 10 year old boys).
- Sexual abusers will go to where they have *access to children*.
- Some molesters are attracted to the young, undeveloped, hairless bodies.
- Will choose *both* male and female children based on *body type* rather than sex or age.

### **Access**

- The preferential abuser will gain access through deception and a process called grooming.

### **THE GROOMING PROCESS**

1. Gain access to the child
2. Select the child
3. Introduce nudity and sexual touch
4. Keep the victim silent

### **Common Grooming Behaviors:**

- Gift giving
- 'Kid magnet' activities (video games etc.)
- Repeated time alone with same child
- Touchy with children ... pushing boundaries
- Playful but inappropriate touching
- Justifying and rationalizing rule-breaking
- Breaking the rules (i.e. porn, tobacco, beer)
- Sexual joking or sexual discussion

Any one of these behaviors alone may not indicate that a child is being groomed for sexual abuse, but when one or more of these behaviors do occur a problem may exist.

### **MOLESTER CHARACTERISTICS**

No one can 'spot an abuser' by how they look or what they wear... ..most look like you and me.

### **Common Male Molester Characteristics:**

- Likely to have a poor self-image
- Rarely a team player
- Poor self-discipline and impulse control
- Move frequently and abruptly – unstable work history
- Prefers interaction with children over interactions with adults
- Pattern of dating single mothers
- Have been abused during his own childhood
- Chooses hobbies which attract children
- Describes children as possessions rather than individuals

### **Common Female Molester Characteristics:**

- Illogical or bazaar thinking patterns
- Unemployed or underemployed
- Easily angered
- Socially isolated
- Married when a teenager
- Abused during her own childhood
- Raised in a strict home
- Blame child for sexual activity
- Caregiver for abused child

### **4. RECOGNIZING WARNING SIGNS & SYMPTOMS**

*Physical signs* may include having torn or bloody underclothing, a STD, experiencing pain, swelling, bleeding, discharge, or itching in the genital area, frequent urination, pregnancy, unexplained sore throat, yeast or urinary tract infections.

*Behavioral signs* may include verbal disclosures, regressive behaviors, avoiding undressing, wearing extra layers of clothing, difficulties sitting or walking, running away from home, suicide attempts, unusual changes in bathing or grooming practices, drop of interest in school or childhood activities, increased interested in sexual matters, display of sexually seductive behaviors, uninterested in spending time with adult or older friend, nightmares, or aggression.

### **5. RESPONSIBILITY TO REPORT**

Molesters use different tactics to keep victims from telling: secrecy, shame, and threats.

Children share only part of their abuse story to see how the adult will respond.

Never agree to keep sexual abuse a secret.

#### **Report to authorities**

Though many state statutes vary, most require reporting suspicions of abuse to the authorities.

In Texas, for example, every citizen is a mandatory reporter and is required to report suspicions of neglect or abuse (physical or sexual).

It is very important to understand what the law in YOUR state requires.

[http://www.childwelfare.gov/systemwide/laws\\_policies/state/](http://www.childwelfare.gov/systemwide/laws_policies/state/)

**National Child Abuse HOTLINE 1-800-422-4453**

#### **IF A CHILD REPORTS ABUSE:**

- Listen and respond calmly
- Be patient

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- Tell the child that you believe him or her & that is was not his or her fault
- Do not interrogate child by asking details or ask shaming questions
- Write down what child told you in detail
- Report to supervisor immediately
- Report to authorities

**NOTES:**

**6. PRINCIPLES TO REDUCE, PREVENT, AND REPORT SUSPECTED ABUSE**

- 1) Supervision of program participants
- 2) Watch for grooming behaviors
- 3) Avoiding false allegations
- 4) Avoid inappropriate physical touching
- 5) Avoid unmonitored one-on-one
- 6) No secrets
- 7) No individual gifts or special privileges
- 8) Sleeping arrangements
- 9) Physical discipline prohibited
- 10) Nudity prohibited
- 11) Distractions

PROTECT THE CHILDREN IN YOUR CARE

I have read and understand the Central Baptist Church Abuse Awareness Safety Training.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date