

# Student Care Team



## APPLICATION FORM

*Catalyst Youth Ministries*

Hope Fellowship Church  
200 Lake Rd.  
Lake Jackson, TX 77566  
[www.hopefellowship.com](http://www.hopefellowship.com)

*Reaching Youth, Teaching Truth, and Making Discipleship a Lifelong Pursuit!*

# Catalyst Youth Ministries' Purpose

**Mission:** Catalyst Youth Ministry exists to make a difference in the Brazosport community and the world by making teenage disciples in Jesus Christ.

## **Core Values:**

- **Foundation:** In a collaborative effort of parents and the Catalyst Youth Ministry (CYM) team there will be concrete effort to ground our teens in prayer and the Word of God, enabling them to respond to and withstand the various trials of life in a biblical manner.
- **Maturation:** CYM aspires to develop teenagers that will lead lives that are characterized by physical, emotional, relational, moral, educational, philanthropic, and spiritual growth.
- **Illumination:** CYM will encourage the growth of its teenagers to be leaders in their communities causing them to be beacons of light both in their own communities, through service and evangelism, and abroad through missions.

## **Vision**

CATALYST exists to support and serve the needs of the families of the Brazosport community. In a family everyone contributes and everyone one adds value. CATALYST seeks to increase the value of each family unit by increasing the value contributed by each member of that unit.

CATALYST aspires to increase the value of each parent by being a support system for the things being taught in their households, connecting them with current issues that may be affecting their children's generation, praying for their godly support, tuning them in to the concerns of their children, and helping them to see what scripture gives as the biblical model of a parent. CATALYST aspires to increase the value of each child by rooting and grounding them in the Word of God, giving them knowledge of what scripture teaches on key relevant issues, building them to lead change in their communities, helping them discover gifts, encouraging the use of those gifts, teaching them to share the Gospel, and equipping them toward a lifetime of discipleship. CATALYST aspires to increase the value of Brazosport through the winning of lost families through their teenagers, by being a place of healthy relationships, and by being a place of unbridled growth in all areas of life.

CATALYST aspires to increase the value of the Brazosport community by creating an atmosphere of heightened awareness to not only the needs of its members but those around the world. CATALYST aspires to increase the value of the Brazosport community through the support of a multiethnic ministry that loves all, bears all, and sacrificially gives all in order that some youth might be saved. CATALYST aspires to increase the value of the Brazosport community by being a place where youth setbacks are turned into comebacks. CATALYST aspires to increase the value of the Brazosport community for the glory and majesty of God seeking to be a reflection of what a great God can do with the few, the young, the bold, the willing, and the faithful.

*Reaching Youth, Teaching Truth, and Making Discipleship a Lifelong Pursuit!*

# 1 Personal Information

The information contained in this application will be kept confidential. It will be disclosed only to those who have genuine need to know in order to carry out their responsibilities at Hope Fellowship Church, or as required by law.

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
CITY, STATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
BIRTHDATE \_\_\_\_\_  
OCCUPATION/PLACE OF WORK \_\_\_\_\_  
MARITAL STATUS \_\_\_\_\_  
SPOUSE'S NAME \_\_\_\_\_  
CHILDREN'S NAMES & AGES \_\_\_\_\_

# 2 Church Information/Experience

- How long have you attended Hope Fellowship Church? \_\_\_\_\_
- What other ministries at Hope Fellowship are you currently serving in or have served in the past?

Which ministry? \_\_\_\_\_ Length of commitment? \_\_\_\_\_ Leader? \_\_\_\_\_

Which ministry? \_\_\_\_\_ Length of commitment? \_\_\_\_\_ Leader? \_\_\_\_\_

- What is your previous church affiliation?

Church name \_\_\_\_\_ City, State \_\_\_\_\_ Phone \_\_\_\_\_

Pastor's name \_\_\_\_\_ Your length of time at the church \_\_\_\_\_

Reason for leaving \_\_\_\_\_

- List your previous work involving youth or children (church or non-church). Include where you were involved, how long, in what capacity, and a contact name & phone number.

\_\_\_\_\_  
\_\_\_\_\_

Contact name / phone \_\_\_\_\_



---

---

---

---

---

---

---

---

---

---

---

---

## 5 Spiritual Gifts

“...EACH ONE HAS HIS OWN GIFT FROM GOD; ONE HAS THIS GIFT, ANOTHER HAS THAT.”  
1 CORINTHIANS 7:7

■ *I sense that my strongest spiritual gifts are:*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### *List of Spiritual Gifts*

Administration, Apostleship, Craftsmanship, Creative Communication, Discernment, Encouragement, Evangelism, Faith, Giving, Helps, Hospitality, Intercession, Knowledge, Leadership, Prophecy, Shepherding, Teaching, Wisdom

■ *I have taken a spiritual gifts test: yes\_\_\_\_\_ no\_\_\_\_\_*

## 6 Heart

“GOD HAS PUT INTO THEIR HEARTS TO ACCOMPLISH HIS PURPOSE...”  
REVELATION 17:17

■ *I have a heart for the following causes, issues, types of people, or interests:*

1.  
2.  
3.







# 11 Authorization

## **Child Safety and Supervision Policy Hope Fellowship Effective Date January 1, 2000**

### PURPOSE OF THIS POLICY

The purpose of this policy is to provide a safe environment for the children and youth attending Hope Fellowship. Our children are one of the greatest treasures our Lord has given us. The Hope Fellowship Policies Manual Section V addresses children's health issues. This policy focuses on prevention of child abuse, kidnapping, and other offenses committed against children.

### INTRODUCTION

Child abuse is a serious problem that is on the rise in the United States. As the Boy Scouts and other youth organizations have tightened up their screening and supervision policies, potential child molesters have been forced to seek other avenues to gain victims. Churches are a primary target.

Churches are susceptible to being used by those who seek out children. Churches tend to be fairly trusting of people. A high volume of volunteer workers maintains their ministries. They often are desperate to find more workers. They often have no screening or supervision requirements in place for their children's workers. These realities produce a tempting target for child molesters. Child abuse is damaging to the children for years. When it occurs in the context of a church and with people who supposedly believe in God and represent him, the victim's own relationship with God can be seriously damaged or prevented from ever developing. The family of the victim experiences great harm and the church does as well. Lawsuits, bad publicity, congregational strife resulting from a child abuse case can damage and threaten a church's existence for years to come.

Concern for our children as well as our church requires us to adopt a prudent plan and procedures to provide a safe place for all of our children. Some of the procedures in this policy may be difficult to implement and may engender some frustration to those who try to keep the children's ministry staffed, but we cannot afford to ignore them. The possible price of failing to implement this policy is not one that we are willing to pay. All who work with children in this church are expected to comply with the procedures in this policy.

### CHILD SEXUAL ABUSE-A DEFINITION

Child sexual abuse includes involving children in any sexual behavior including but not limited to: prolonged kissing on the lips; fondling; oral, genital and anal penetration; intercourse, rape; sexual comments, pornography, obscene phone calls, exhibitionism, and allowing children to witness sexual activity.

### CHILD ABUSE-A DEFINITION

Any physical striking, slapping, or hitting of a child by an adult who is not the parent of the child will be considered to be child abuse. Included in child abuse is threatening with physical force or harm; causing or expressly permitting or encouraging a child to use or ingest drugs, alcohol, controlled substances or toxins; or any behavior that seriously threatens a child's safety and health.

## 1. WORKER SCREENING

### **Paid Staff and Permanent Paid Workers**

All paid staff and permanent paid workers (those who are paid for performing a service on a repetitive basis) will complete the following steps before being considered for working with youth or children:

- An employment application that includes personal references
- A screening form
- A personal interview with the Senior Pastor or Ministry Team Leader
- A criminal records check authorization form
- A signed statement that the person has read this policy and agrees to abide by its terms.

The person hiring must contact all references (possibly asking for additional references from the submitted references), and must contact as a minimum the last church the applicant attended. These reference checks must be written down on a reference check form and filed with the employee's application and screening form as part of their permanent record. Permanent records will be locked with the Senior Pastor and elder chairman having the only access.

A criminal records check will be made on all paid and permanent paid workers.

### **Volunteer Workers and Temporary Paid Workers**

All temporary paid workers (those who are paid for a service performed on an intermittent basis) and all volunteer workers who come in regular contact with youth or children will complete the following steps before being allowed to serve:

- Attend the church regularly for a minimum of three months.
- A screening form
- Personal interview with Ministry Team Leader
- Provide personal references
- A signed statement that the person has read this policy and agrees to abide by its terms

The Ministry Team Leader is responsible to give the screening form to the applicant who will then fill out the form and give it to the church secretary who will call the references. The Senior Pastor will review the screening form and record of contact with references before giving final approval to work with children or youth. The Senior Pastor may at his discretion also interview the applicant. The Ministry Team Leader will check with the Senior Pastor to make sure that the applicant is cleared for ministry with children and youth before allowing them to serve as a regular member of the ministry team.

No applicant, paid or volunteer, will be allowed to work with children or youth who has been convicted of or pleaded guilty to child sexual or physical abuse regardless of intervening circumstances. If a person is an adult survivor of child abuse they must meet with the Senior Pastor before working with children or youth.

## 2. WORKER SUPERVISION

At no time should one worker spend extended time alone with one child unobserved. No youth leader should spend extended time alone with a youth without prior permission from the parent.

Ministry Team Leaders should discuss with their workers acceptable behavior parameters and should immediately notify them of any unacceptable behavior observed. Failure to stop unacceptable behavior is cause for dismissal from the ministry team. Inappropriate behavior should be reported by anyone who observes it to the Ministry Team Leader. Behavior that constitutes sexual or physical abuse as defined by this policy shall be handled as prescribed in the section on reporting procedures.

Child discipline:

- No one is allowed to use any form of corporal punishment such as spanking in any church ministry. The parent of a child may remove their child to administer corporal punishment privately if they deem that the situation warrants it.
- Children with persistent discipline problems should be referred to the parents immediately. Parents are responsible to train their children so that they can participate in church activities in a healthy and non-disruptive way.
- Children second grade and under should not be released from Sunday School or nursery until picked up by the child's parent or the parent's designee.

## 3. REPORTING PROCEDURES

Child abuse is a serious problem. It indicates a spiritual problem within the perpetrator and it can have long-term devastating consequences upon the victim. In many cases it is also a criminal act. The best thing for both perpetrator and victim is for a witness to immediately report the behavior because without intervention the behavior invariably is repeated causing even greater harm to the perpetrator, to the victim, and to other future victims. While understandably a witness to such behavior may hesitate to report the witnessed behavior for fear of being mistaken or of involving others in an embarrassing or stressful situation, the harm of failing to report the incident is much greater. By following the procedures in this policy the church will attempt to minimize embarrassment to the accused and protect those falsely accused, but when potential abuse is involved we must err on the side of protecting the child.

A witness to abusive behavior or inappropriate behavior should consider confronting the perpetrator with their behavior following the guidelines of Matthew 18:15-20; however, since those instructions appear to apply most directly to a person who has been sinned against (Matthew 18:15) and whereas most child abuse reporting is on behalf of the victim, the witness should still follow the guidelines of this document whether they confront the perpetrator or not.

Inappropriate behavior that is not abusive behavior may be reported to the ministry leader supervising the worker or in the case of the ministry leader to the Senior Pastor. Any behavior defined as abusive by this document must be reported in writing within 24 hours to the Senior Pastor and to local law enforcement. In addition, a reasonable suspicion of abuse must be reported as per the Texas Family Code Section 261.101

**a person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.**

The Texas Family Code stipulates that any person believing the above conditions have been met will immediately report their observations to *the Lake Jackson Police Department*. Their report shall identify, if known:

1. The name and address of the child
2. The name and custody of the person responsible for the care, custody, or welfare of the child and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

In addition, the witness must report the evidence observed in writing to the Senior Pastor. Possible evidence of abuse includes the following:

Physical signs:

- Lacerations and bruises
- Nightmares
- Irritation, pain, or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease

Behavioral signs:

- Anxiety when approaching church or nursery area
- Nervous or hostile behavior toward adults
- Sexual self-consciousness
- "acting out" sexual behavior
- withdrawal from church activity or friends

Verbal signs may include the following statements:

- I don't like [a particular church worker]

- [A church worker] does things to me when we are alone.
- I don't like to be alone with [a church worker]
- [A church worker] fooled around with me

Not all of the above necessarily indicate actual abuse. The law reads that one must have cause to believe that abuse is occurring. The presence of multiple signs or a change in the child's normal behavior in conjunction with a sign provide a stronger indication than one sign in isolation. However, any suspicion should be reported to the Senior Pastor.

#### 4. RESPONSE PLAN FOR ALLEGATIONS OF ABUSE

All allegations of child abuse must be taken seriously. As noted in the previous section, all observed abusive behavior and all evidence of suspected abusive behavior must be reported to the Senior Pastor. The witness to abusive behavior or suspected abusive behavior must also report to the local law enforcement their observations if they have cause to believe that abuse has occurred. Witnesses who report abuse are protected from legal liability as long as their report is not done with malicious intent and no knowingly fraudulent statements are made. In addition, the State of Texas will keep confidential all reports made in response to state statute.

In the case where the witness is not sure that they have cause to believe that abuse has occurred, the Senior Pastor at his discretion, may notify *the Lake Jackson Police Department* anyway. Whenever the police or State officials investigate a case of potential abuse, the church and its officers will cooperate fully with the investigation. As per Texas Family Code Section 261.101 communications to a member of the clergy that entail knowledge of child abuse are not a privileged clergy communication and the clergy is required by law to report knowledge of child abuse even though gained through counseling.

Upon receiving an allegation of child abuse the Senior Pastor will notify the elders, the church insurance carrier, and the EFCA District Superintendent of the allegations. The elders and Senior Pastor will secure the services of an attorney for legal guidance. The Senior Pastor along with at least one elder will then arrange to meet with the parents of the child to report the allegation to them. The Senior Pastor and elders will be responsible for providing spiritual care and comfort to the parents and child.

Any person accused of child abuse will be removed from any ministry responsibilities as soon as the safety of the child or youth member is secured. This removal shall be done as discretely as possible to protect the rights of the accused. Should the allegations prove to be unfounded the person may be restored to their ministry responsibility unless in the opinion of the Senior Pastor and elders the accused violated the guidelines of this policy or demonstrated a lack of reasonable care in the discharge of their responsibility.

In the case where suspicion of child abuse exists but there are no signs or unclear signs of its actual existence, the person entertaining the suspicion should still report the suspicion to the Senior Pastor. The Senior Pastor and at least one elder will meet with those accused and the child's parents to try to ascertain the truth. If child abuse is *indicated* they will report it as required by State Law. If *suspicion is not confirmed*, this information will be passed on to the person who made the allegation. If there is

no resolution the Senior Pastor and elders will decide on what further course of action if any needs to be taken.

The content of all meetings in response to allegations of child abuse will be recorded in writing and stored in a secure storage accessible only to the Senior Pastor and the elders. All inquiries about the allegations from the press or other parties will be forwarded to the Senior Pastor or his designate.

## 5. IMPLEMENTATION

This policy will be implemented beginning with the Effective Date as stated above. Screening will not be done on workers already in place before the Effective Date.

The Senior Pastor will maintain a secure file of all applications, screening forms, and criminal records checks. The Senior Pastor will also be responsible to ensure that all paid staff who work with children are selected, supervised and educated under the provisions of this policy. The Senior Pastor is also responsible to ensure that all reporting and response to allegation procedures described herein are followed. The Youth Ministries Team Leader, Nursery Coordinator, and Children's Ministry Team Leader are responsible to see that all workers in their ministry are properly screened, supervised and educated under the guidelines of this policy.

### Authorization of Criminal Records Check

I hereby consent to the search of any records of conviction databases, including any criminal files maintained on me, whether at the local, state, or national level.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Print maiden name if applicable

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Place of birth

\_\_\_\_\_  
Race

\_\_\_\_\_  
Today's date

#### APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you any information that they may have regarding my character and fitness for children or youth work. I hereby release any individual, church, or organization from any and all liability, for damages of whatever kind or nature, which may result to me or my family on account of any attempts to comply with this authorization, except the communication of knowingly false information.

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 read the Child Safety and Supervision Policy of Hope Fellowship and I agree to be bound by its provisions.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Reference Contact Form

Name of Applicant: \_\_\_\_\_

Date and time of contact: \_\_\_\_\_

Person contacting the reference: \_\_\_\_\_

Reference or organization contacted (if an organization, identify both the organization and the person contacted).

Contact name: \_\_\_\_\_

Organization: \_\_\_\_\_

Recommended reference questions:

- How long have you known the applicant?
- In what capacity have you observed the applicant's interaction with children/youth?
- Was your direct observation of this applicant in their ministry or job role a positive one?
- Would you place this applicant in the same job /ministry /role again?
- Would you consider them for another type of ministry /job /role? If yes, which one?
- Is there anything comment you would like to add about applicant?

Summary of the conversation (summarize the reference's remarks concerning the applicant's fitness and suitability for youth or children's work).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Legible Signature

\_\_\_\_\_  
Position

