



**Assemblies of God  
Northern California & Nevada District, Inc.  
6051 S Watt Avenue  
Sacramento, California 95829**

## **Children ⚡ Student ⚡ Youth Workers Policy**

### **Background Screening For Those Working With Minors**

The District Presbytery has approved the following documents for use by the District in screening volunteers working with minors.

- Instructions – to be used District leadership only.
- The Volunteer Application – to be filled out by the volunteer.
- Background Screening Affidavit – to be sent to the District.

## INSTRUCTIONS

### Background Screening For Those Working With Minors

This policy applies to **ALL** District sponsored events, camps, retreats Those participating in District sponsored events must submit these forms to the appropriate department **PRIOR** to the said event.

1. The first three pages of this packet are to be utilized by church leadership in the process of background screening for all volunteers working with minors.  
NOTE: A "minor" is anyone under the age of 18. In this document the word "minor" is interchanged with the phrase "children/student/youth."
2. The **"Volunteer Application – For Those Working With Minors"** **MUST** be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help provide a safe and secure environment for those who participate in our programs and/or use our facilities. It will be kept completely confidential and will be used only by the leadership of the Northern California & Nevada District Council regarding District work and ministry.
3. All children/student/youth workers are required to be background screened by their local church. The attached **"Background Screening Affidavit"** must be completed and then signed by the Senior Pastor in the presence of a Notary Public and returned to the District Resource Center of the NorCal/Nev District of the Assemblies of God within one week prior to the said event. This form is to indicate the date of the Background Screening, as well as the date they were cleared for service within the local church.
4. All forms must be provided to the DRC Properties Administrator prior to said event for secured storage of all documents.
5. Any volunteer that shows up at a District sponsored event and has not been cleared by the District to work with minors will be asked to leave and will not be allowed on the premises until all documentation has been received and the volunteer has been cleared for service.
6. The District leadership may choose to conduct Background Screening for those who do not have a church affidavit.

***These Instructions are for Church Leadership only – Do NOT provide to Volunteer Applicant.***

**QUALIFICATIONS**

1. Must be born again.
2. Must be baptized in the Holy Spirit according to Acts 2:4 or actively seeking.
3. Must be in agreement with Assemblies of God doctrine and willing to teach it.
4. Must be an adherent in regular attendance with an evident commitment to the local church and its leadership for no less than six months.
5. Must have a clean record of no offense of child abuse, molestation, violent crime or any sexually related crime.
6. Must participate in a prevention program sponsored by the church.
7. Must have adequate training in the area that the worker is applying for and/or be willing to be trained. (Nursery, Sunday School, Children's Church, Royal Rangers, Girl's Ministries, Youth, etc.)

**SCREENING**

1. All workers must be background screened.
2. No one with a history of offense for molestation, abuse, violent crime, or any sexually related crime can work with minors.
3. Other questionable criminal history must be reviewed by at least three of the following: the Sectional Presbyter, the District Churches & District Missions Board Director, the local pastor, and/or the Departmental Ministry Director. The Ministry Director of said event will submit a written review to the Executive Committee prior to the event.
4. No one currently using illegal drugs can work with minors.
5. Anyone deliberately lying on their application will be dismissed from ministry responsibilities immediately.
6. References, complete with phone numbers and address (street, city, state, zip), must be submitted.
7. Pastoral approval must be given before any new worker can begin.
8. All screening will be held in confidence.

**WORKERS' GUIDELINES**

1. A worker is not to be alone with any minor at any time.
2. It is strongly recommended that in each area of ministry two workers be in the room at all times.
3. Transporting a minor when the worker is alone is not allowed.
4. Workers must not place minors in their lap.
5. Workers must not touch any minor in their private parts.
6. Sexually suggestive humor or communication is never permitted among minors.

**RECOMMENDED RATIOS FOR SUPERVISION OF MINORS**

In no scenario should a child ever be alone with an adult or other child. The "two-adult" rule or the more current "no-child-left-alone-with-an-adult" rule should be followed.

**Recommended Staff/Child Camp Ratios:**

6 – 8 years old, 1 counselor to 6 campers

9 – 14 years old, 1 counselor to 8 campers

15 – 18 years old, 1 counselor to 10 campers

*Note: As isolation increases, ratios and supervision should also increase.*

**GENERAL GUIDELINES**

1. Adults who have been convicted of child abuse, either sexual or physical, should not volunteer service in any church-sponsored or District-sponsored activity or program for children or youth.
2. Adult survivors of childhood sexual or physical abuse are not disqualified from serving in ministry. However, it is important that these persons not be placed into situations that may be difficult. It is important that leadership be made aware of the individual's past experience, and the extent to which they have found healing, so that the leadership can make wise choices about their ministry assignments.
3. All adult volunteers working with minors are required to be adherents in regular attendance with an evident commitment to their local church and its leadership.
4. Adult volunteers should observe the "two adult" rule. This requires that adults are not alone with individual children or youth without another adult present.
5. Adult volunteers should immediately report any behavior of children or adults which seems abusive or inappropriate.
6. Anyone who has participated in other perverse sexual conduct, such as a "homosexual lifestyle" will not be permitted to work, assist or become a leader in any type of ministry with minors including Royal Rangers, Girls Ministries and Youth Ministries at the District, division, section and/or church level. If an individual that the church board and pastor determines, due to special circumstances, should be given consideration to assist or become a leader in ministry with minors, the pastor and individual can come to the District Children/Student/Youth Committee to discuss the special circumstances and reasons why a special request be granted. The committee may or may not approve this request after meeting with them. The Committee's decision is final with no appeal.
7. Approval of all adult volunteers must be made by their senior pastor.