

# **Notice to All Volunteers**

who work with

## **Infants, Children and Youth**

The leadership and workers at Lincoln Road Chapel are committed to creating a safe environment that will have a positive impact on: those we minister to, those who do the ministering, the testimony of the church, and the reputation of God's kingdom. Since we serve the King of kings, our conduct needs to be of the highest possible standard.

The Conduct Policy of Lincoln Road Chapel is designed to provide the structures and procedures that will meet the needs of both those served and those who serve, as well as satisfy the requirements of the law and our insurance carrier.

Please read the material in the ten pages of this package. We are asking for your signature in three places:

- a. agreement to abide by Abuse/Harassment guidelines (page 8);
- b. character reference and criminal record declaration (Application Form to work with Children and Youth) (page 9); and
- c. agreement with Lincoln's Statement of Faith (page 10).

We have included an extra copy of each of the signature pages so that you will have a complete copy of the document for your retention.

Complete copies of the Conduct Policy are available in the church office, the Children's Ministry office and the Youth Ministry office. Of course, anyone who would like a personal copy of the Conduct Policy may have it on request.

We are grateful to God for the gifted and generous servants he has led to our fellowship. Thanks so much for your willingness to partner and contribute here at Lincoln Road Chapel.

Bruce Fournier  
*On behalf of the Leadership Team*

# LINCOLN ROAD CHAPEL

## ABUSE/HARASSMENT PREVENTION POLICY

(Note: This section is a handout for all volunteers and staff at LRC to read and sign.)

It is a privilege to have the opportunity to be involved in Christian ministry at *Lincoln Road Chapel*. However, with this privilege comes responsibility. There is a responsibility of all involved to embody the principles they teach (James 3:1). Therefore, it is imperative that the highest level of moral behavior be observed by all involved in this ministry (Eph. 3-7). It is with this in mind that the following guidelines are given. Our desire is to prevent any abusive behavior from occurring, and to do all that is possible to avoid false allegations. This policy covers all those in a position of authority, which involves leadership, counseling or instructing of other persons.

### **POLICY**

1. *Lincoln Road Chapel* will not tolerate sexual, emotional or physical abuse of or by staff. The church pastor or elders must be informed immediately of suspected offences. In support of the Ontario Human Rights Code, all staff, parishioners and guests can expect at LRC to be free of suggestive language and comments made to them directly or indirectly. There will be no sexual solicitation or advances made by any and all members of staff including church leaders and pastoral staff (i.e., unwanted sexual references and innuendo made directly or indirectly.) They can be reassured that their privacy will be protected and respected by all staff and clergy at all times. They can also be reassured that any person filing a complaint against any person who violates the policy will be supported. Any allegations will be treated very seriously.
2. A screening process is in place. All staff & volunteers must complete the appropriate application & provide references independent of family relatives. This is to ensure there is nothing known that would hinder them from performing their assigned duties. All applicants must have no known past record of abusive behavior, which would disqualify them from service.
3. In situations where children 4 years and younger are in a class or nursery setting, there will always be at least three workers present. One of these should be an adult over 18 years of age. Teams from the same family (husband/wife, brother/sister) should not work together without another adult present. Only parents or guardians are allowed to retrieve a child from the nursery.
4. There will be at least two adults be present for all overnight activities or any activities at off site locations. There should always be a sufficient number of adults in attendance so that not only are the youth supervised, but the adults are held accountable as well.

5. When driving youth from off-site activities, drivers must drop off children of the opposite sex first and same sex last, or drop off “singles” first, then siblings (more than one).

## **SEXUAL ABUSE PREVENTION GUIDELINES**

These guidelines will be enforced by the Leadership Team of *Lincoln Road Chapel*

- An application form to work with youth must be completed.
- Abuse/Harassment policy form must be signed by all volunteers.
- Require volunteers to be associated with the church for at least six months before working with youth or children.
- All volunteers wear nametags.
- Sign-in sheets for staff.
- Classroom doors without windows will remain open at all times.
- Two adults must accompany a child, under the age of four years, to the washroom.
- Police and background checks on all youth & children’s ministry personnel.
- Church leaders will randomly visit classrooms and check all areas of the church.
- All staff and volunteers will be trained at least once a year in recognizing signs of abuse, and reviewing policies and procedures.

### **REPORTING**

1. If a staff member or volunteer becomes aware of any alleged incident, it must be reported immediately to the pastor or elders. All reported incidents will be immediately dealt with and appropriate action taken. The pastoral staff is required by law to report all allegations to the police.
2. Should a staff member or volunteer become aware that any member of the congregation may be suffering or may have suffered abuse in other circumstances (i.e. a home, etc.) they will immediately report it to the pastor.
3. All staff members and volunteers must sign a form indicating that they have read and understand the above and will adhere to the policies as outlined. A copy will be given to each worker and the church office will retain a copy.

## **Expected Standards of Behavior**

A member of the church is expected at all times to conform to the following standards and engage in conduct that is ethical and moral and in conformity with biblical principles as generally understood in the church;

1. Conform with the statement of faith and philosophy of the church;
2. Demonstrate Christian love in his or her dealings with others.
3. Refrain from all forms of abuse, including sexual abuse.

In our policy, **“sexual abuse”** means,

1. Physical sexual relations between a person in a position of authority and a person under his or her influence except his or her spouse with consent;
2. Touching of a sexual nature by a person in a position of authority of a person under his or her influence except his or her spouse with consent;
3. Behavior or remarks of a sexual nature by a person in a position of authority to a person under his or her influence except his or her spouse with consent.
4. In this policy, touching, behavior, or remarks of a sexual nature do not include touching, behavior or remarks that are appropriate in the circumstances.
5. In this policy position of authority means an office or position held in the church which involves leadership, ministry, counseling or instruction of other persons.

### **Examples are:**

- (1) Members of the Leadership Team or Ministry Team
- (2) A youth leader and volunteers
- (3) A Sunday School teacher and volunteers
- (4) A nursery worker
- (5) Etc.

I have read the above guidelines and agree to abide by them.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# LINCOLN ROAD CHAPEL

## Application Form to work with Children and Youth

Name: \_\_\_\_\_ Phone: Home \_\_\_\_\_

Bus: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name and city of previous church:

Member in good standing: Yes \_\_\_\_\_ No \_\_\_\_\_

Previous experience in working with youth: \_\_\_\_\_

I authorize *Lincoln Road Chapel* (LRC) to contact the following individual for a character reference; I authorize that individual to answer any questions asked by LRC about my character.

References

Phone

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**(Note: One reference must be a Pastor, or someone otherwise acceptable to LRC, who has known and worked with you for at least 5 years)**

I realize that my actions can have an impact on the ministries of *Lincoln Road Chapel*. I hereby certify that I have never been convicted of a criminal act, other than those listed below, and that I have no tendencies (including sexual tendencies) or addictions which could compromise the integrity of this ministry.

Criminal Convictions: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes give details:

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

I, \_\_\_\_\_ give *Lincoln Road Chapel* permission to conduct a police search of my records or I will provide a copy for LRC.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# LINCOLN ROAD CHAPEL

## Statement of Faith

### God

**There is one God, eternal, existing in three persons – Father, Son and the Holy Spirit**

### Jesus Christ

**The Lord Jesus Christ is fully God, born of a virgin and sinlessly perfect. His sacrifice is substitutionary and representative. He rose bodily from the dead and ascended to His Father's right hand where He now ministers as the believer's Great High Priest.**

### Holy Spirit

**The Holy Spirit infuses new life in the believing, repentant heart. He empowers, directs and gifts believers for service. He indwells every believer and is the seal of redemption.**

### The Bible

**The Bible is inspired of God, inerrant in the original documents and of final authority in all matters of faith and practice.**

### Salvation

**Each member of the human race is sinful and re-birth by the Holy Spirit is absolutely essential for the salvation of man. Redemption is wholly by the blood of Christ and salvation is by grace through faith in the Lord Jesus Christ.**

**Every believer possesses eternal life and is justified, sanctified and indwelt by the Holy Spirit, and by Him is empowered to live a Godly life. The believer is secure for all eternity. However, a believer can, through sin, lose his fellowship, joy, power, testimony and reward, and incur the Father's chastisement. Relationship is eternal, being established by new birth; fellowship however, is dependent upon obedience.**

### The Church

**The church began with the descent of the Holy Spirit at Pentecost and is composed of all believers in the Lord Jesus Christ. The local church is composed of believers in a locality who gather in Christ's name for worship, prayer, edification, fellowship, service and witness.**

**Government and discipline and divinely outlined in the Epistles as being the responsibility of the local church.**

### The Ordinances

**There are two Christian ordinances – Baptism and the Lord's Supper. Baptism signifies that the believer, having died with Christ, is buried with Him and is also risen with Christ to walk in newness of life. The Lord's Supper was instituted by**

**the Lord Himself. In observance of this supper, believers retell the message of the Lord's death, until He return**

The Return of Christ

**The personal return of the Lord Jesus Christ could occur at any moment. His return will usher in a series of events: the rapture, judgment on unredeemed society, the restoration of Israel to Him as Messiah and an eternal state of blessedness for the redeemed. This truth is an ongoing incentive to holy living and faithful service for every believer.**

Judgment

**There will be a resurrection of the believer unto eternal life and of the believer unto eternal punishment.**

I, \_\_\_\_\_, agree with and shall uphold the beliefs and practices of *Lincoln Road Chapel*, as outlined in their *Statement of Faith and Conduct Policy*.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

# Church Copy

## Expected Standards of Behavior

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**LINCOLN ROAD CHAPEL**  
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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

