

JOHN KNOX PRESBYTERY
SEXUAL MISCONDUCT POLICY

A. Introduction

Our faith in Jesus Christ and Holy Scripture call us to standards of responsible conduct in all of life, including sexual behavior.

Human sexuality is an integral part of who we are as persons. It can become, however, the basis for oppression, where trust relationships are breached and persons abused.

John Knox Presbytery endeavors to promote the peace, unity, and purity of the Church, by preventing sexual misconduct by:

1. the promotion of professional and ethical behavior consistent with the Reformed tradition, and
2. adjudging sexual misconduct according to the procedures of and in conformity with church law.

B. Purpose of this Policy

1. To prevent and eliminate sexual abuse within John Knox Presbytery.
2. To safeguard the Churches' members and staff from abuse through any form of sexual misconduct.
3. To seek justice by assuring effectiveness of the churches' administrative, investigative, and judicial process in determining truth, protecting the innocent, and in dealing appropriately with those who victimize others.
4. To promote proper healing of all persons and congregations where sexual misconduct has occurred.
5. To serve as a companion document to the *Standards of Ethical Conduct*, approved by the 210th General Assembly (1998), Presbyterian Church (U.S.A.), and to fulfill the *Book of Order* mandate in G-3.0106, "All councils shall adopt and implement a sexual misconduct policy."

C. Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and volunteer persons who work with children.

D. Definition of Sexual Misconduct

Sexual misconduct is the comprehensive term used in this policy to include: sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Sexual misconduct is an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative and unjust manner.

Categories of sexual misconduct are described below.

1. Sexual abuse occurs whenever a person in a position of trust or authority engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility. Such abuse shall include, but not be limited to, the following:
 - a. Sexual acts or sexual contact with a minor.
 - b. Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person.
 - c. Sexual acts or contact between teaching elders/CREs or others involved in pastoral ministry and laity with whom they have a pastoral relationship, even if consensual.
 - d. Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act or sexual contact.
 - e. Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant which substantially impairs the ability of that person to apprise or control the nature of the conduct.

2. Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities. Anyone who knows or has reason to suspect that child abuse has occurred or is occurring generally may be a mandated reporter under the law. Presbytery expects that church professionals or volunteers will be aware of their respective state statutes regarding mandatory reporting.

3. Rape or sexual assault is a crime in every state and should be reported to civil authorities and to the Stated Clerk of the Presbytery.

4. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution; b) submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment can consist of a single intense or severe act or multiple persistent or persuasive acts. Sexual harassment may include, but is not limited to:

- sexually oriented jokes or humor;
- sexually demeaning comments;
- verbal suggestions of sexual involvement or sexual activity;
- questions or comments about sexual behavior;
- unwelcome or inappropriate physical contact;
- graphic or degrading comments about an individual's physical appearance;
- express or implied sexual advances or propositions;
- display of sexually suggestive objects or pictures;
- repeated requests for social engagements after an individual refuses.

E. Presbytery Policy on Sexual Misconduct

1. Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture, and constitutes a refutation of ordination vows and standards of ministry, as well as of pastoral, employment, and professional relationships.

2. John Knox Presbytery shall not approve Calls or placement that involve pastoral responsibilities for a teaching elder, commissioned ruling elder, professional staff, student pastor, or any ruling elder who has been convicted of sexual misconduct in church or secular court.

3. John Knox Presbytery shall educate teaching elders, ministerial candidates, commissioned ruling elders, professional staff and others in an understanding of and toward the elimination of sexual misconduct. Presbytery will regularly offer educational opportunities concerning the nature and prevention of sexual misconduct. The Committee of Ministry, through the sub-group Clergy Development will be responsible for these educational components.

4. Whereas this policy addresses sexual misconduct by teaching elders, candidates, commissioned ruling elders, professional staff and others in pastoral positions, each session and organization in John Knox Presbytery is responsible for developing a policy for church professionals, officers, members, non-member employees, and volunteers which is consistent with this document and the requirements found in G-3.0106 of the *Book of Order*.

5. Teaching elders, commissioned ruling elders and professional staff entering the life of Presbytery will receive a copy of this Presbytery policy and *The Standards of Ethical Conduct* (Presbyterian Church, U.S.A.).

F. Responsibilities of the Presbytery

1. Presbytery officers and staff have responsibility for:
 - a. Mandated reports:
 - 1.) to insurance carriers
 - 2.) to appropriate local, state, or federal authorities, if the allegations involve the abuse of a minor child or other criminal sexual behavior.
 - b. Contact with the accuser and /or alleged victims and family
 - 1.) meeting reasonable needs for counseling
 - 2.) establishing a presbytery liaison person, if appropriate
 - c. Contact with the accused and family
 - 1.) meeting reasonable needs for counseling
 - 2.) establishing a presbytery liaison person, if appropriate
 - d. Initiation of mediation and/or the judicial process under the provisions of the *Book of Order: Rules of Discipline*
2. Teaching elders, candidates, commissioned ruling elder, and others with pastoral duties are mandated to report to appropriate local, state (except Iowa), or federal authorities and to presbytery allegations that involve the abuse of a minor child or other criminal sexual behavior. (**Appendix 1: MN, IA, and WI Mandatory Reporters: Clergy**)

G. Implementation of Presbytery Policy

1. Availability of Policy and Procedures

- a. All teaching elders, candidates, commissioned ruling elders, staff, and others with pastoral duties shall be given copies of the policy and be required to sign an acknowledgement of receipt.
- b. This document shall also be available to all church members and to the public.

2. Resource Documents

The responsibilities, structures, and procedures for responding to allegations of sexual misconduct are mandated in part by the *Book of Order*, such as the roles of the Committee on Ministry and an Investigating Committee (see G-3.0307 and D10.0200). Presbytery shall also provide to teaching elders, commissioned ruling elders, staff, and appropriate volunteers, a copy of the *Standards of Ethical Conduct* (Presbyterian Church, U.S.A.).

3. Liability and Insurance

The Presbytery and its sessions shall obtain confirmation from their insurance agents that their liability insurance policy covers sexual misconduct liability for its programs and activities.

4. Records

The Presbytery will include in every employee's personnel file, including ministers, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy, including a signed receipt for receiving the sexual misconduct policy.

H. Management of Allegations of Sexual Misconduct

1. Disciplinary Process

All allegations of sexual misconduct will be investigated. In cases of members under the jurisdiction of John Knox Presbytery, judicial process as provided in the *Book of Order: Rules of Discipline* will be followed. In cases involving employees, the provisions of the Personnel Policy will be followed. For employees who are members of Presbytery, both personnel policy and disciplinary process will apply.

2. Judicial Process and Administrative Process (please refer to John Knox's Ethics Policy Part II Appendix 2)

I. Youth Activities Sponsored by the Presbytery

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

1. Six Month Rule

No applicant will be considered for any position involving contact with children until she/he has been involved with John Knox Presbytery for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

2. Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous congregation and presbytery affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the John Knox Presbytery office.

3. Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

a. Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at the John Knox Presbytery office.

b. Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- 1.) Those who will be involved a school/preschool/day care center;
- 2.) Those who will be in involved in overnight activities with children;
- 3.) Those counseling children;
- 4.) Those involved in one-on-one mentorship of children; and
- 5.) Those having occasional one-on-one contact with children (such as, church/temple sponsored athletic team coaches and vehicle drivers).

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the Presbytery to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the appropriate committee of John Knox Presbytery, the Executive Presbyter, or the Stated Clerk of the Presbytery on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude

someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the John Knox Presbytery office.

4. Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

5. Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- a. Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- b. Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- c. Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- d. Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this Presbytery becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Executive Presbyter or the Stated Clerk of the Presbytery for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this Presbytery or during our sponsored programs or activities, the following procedure shall be followed:

- a. The parent or guardian of the child will be notified.
- b. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
- c. Civil authorities will be notified, and the Presbytery will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. The Presbytery will fully cooperate with the investigation of the incident by civil authorities.
- d. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- e. The Executive Presbyter or his/her designee will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
- f. A pastoral visit will be arranged for those who desire it.
- g. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

J. Presbytery Strategies for the Prevention of Sexual Misconduct

1. Education

John Knox Presbytery has a commitment to offer, provide resources for, and to publicize educational opportunities to prevent sexual misconduct in the church. Presbytery staff, ministers, ministerial candidates, and all persons and committees working with the issue, including local congregations will be invited to read the resources and attend sexual misconduct prevention seminars. All current Presbytery staff, teaching elders, certified ruling elders and student pastors will be required to attend a seminar on the prevention of sexual misconduct within three (3) years of the receipt of this document. Failure to comply with this requirement will necessitate a visit from members of the Committee on Ministry. During this visit a plan of action will be developed to fulfill this requirement.

Newly installed teaching elders, certified ruling elders, student pastors, and employees of the Presbytery will be required to participate in a seminar on the prevention of sexual misconduct within a year of their entry into the Presbytery.

The Committee of Ministry, through the sub-group Clergy Development will be responsible for these educational components.

2. Pre-Employment Screening

Pre-employment screening includes specific questions related to previous (formal) complaints of sexual misconduct. The Presbytery shall review the “Sexual Misconduct Self-Certification Statement” of the Presbyterian Church (USA) Personal Information Form when interviewing persons seeking ministerial calls.

The Office of the Executive Presbyter is responsible for making reference checks through the Synod Executive, presbytery executive[s], seminary liaisons, or other authorized persons to ascertain whether the applicant/candidate has any history of sexual misconduct. The Executive Presbyter reports to the Committee on Ministry or to the Committee on Preparation for Ministry either that there was no reported sexual misconduct, or that the committee should inquire into reported sexual misconduct. Any written record of conversations and correspondence with references will be kept in the minister's/employee's personnel file.

The person within the Presbytery authorized to give a reference is obligated to give information regarding formal complaints, and administrative or disciplinary action related to sexual misconduct by the applicant.

APPENDIX 1: MN, IA, and WI Mandatory Reporters: Clergy

APPENDIX 2: from John Knox’s Ethics Policy

APPENDIX 3: Child/Youth Worker Application Form

APPENDIX 4: Background Check Consent for John Knox Presbytery

APPENDIX 5: Acknowledgement Form

APPENDIX 1: MN, IA, and WI Mandatory Reporters: Clergy

Wisconsin

The child abuse reporting law places special reporting requirements on members of the clergy. Specifically, in addition to reporting suspected abuse or neglect of a child seen directly by a clergy member in the course of his or her professional duties, a clergy member generally must report suspected abuse or neglect if the clergy member has reasonable cause, based on observations made or information received, to suspect that a member of the clergy has sexually abused a child or threatened a child with sexual abuse in violation of specified state laws. [s. 48.981 (2) (bm) 2., Stats.] In this context, “member of the clergy” means the spiritual adviser of any religion, whether the adviser is termed priest, rabbi, minister of the gospel, pastor, reverend, or any other official designation, or a member of a religious order, including brothers, ministers, monks, nuns, priests, rabbis, and sisters. [s. 48.981 (1) (cx), Stats.]

Iowa

Clergy members are not considered to be mandatory reporters unless they are functioning as social workers, counselors, or another role described as a mandatory reporter. If a member of clergy provides counseling services to a child, and the child discloses an abuse allegation, then the clergy member is mandated to report as a counselor. (The counseling is provided to a child during the scope of the reporter’s profession as a counselor, not clergy.)

Minnesota

- Minnesota Statutes. 626.556 subdivision 3, (a) defines a person mandated to report as “a professional or professional’s delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, law enforcement or employed as a member of the clergy and received information while engaged in ministerial duties.”

- Minnesota Statutes 626.556 subdivision 3,(b) - (Summarized) Members of the clergy are not required to report information that is considered privileged. (M.S. 595.02, subdivision 1 (c)) This in part refers to information received in a confession by a member of the clergy, or other minister of any religion, and also applies to communications made by a person seeking religious or spiritual advice.

APPENDIX 2: from John Knox’s Ethics Policy part II

II. Process for Dealing with Allegations of Misconduct

A. Introduction

Allegations of misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and the church.

Because a Presbytery or entity cannot control to whom the accuser will speak first, it is important that members of Presbytery understand how reports of incidents should be channeled.

At any time that a written statement of alleged offense is received, it shall be forwarded immediately to the Stated Clerk (D-10.0100).

Reports of misconduct may occur in a variety of ways and may be reported to any church officer or member.

The first person to learn of an incident of misconduct should not undertake an inquiry alone or question either the accuser or the accused.

The person receiving the initial allegation of misconduct, whether written or not, shall inform the Executive Presbyter, Stated Clerk, or Committee on Ministry Chairperson of the alleged incident. The person contacted shall convene the Coordination Team which consists of the Executive Presbyter, the Stated Clerk, the Committee on Ministry Chairperson and another member of the Committee on Ministry, to be selected by those named.

- B. The Coordination Team shall coordinate presbytery's response to allegations of misconduct
1. Functions where appropriate
 - a. Clarify and explain the procedures for dealing with the allegation(s) to the accuser and help the accuser determine the role he or she wants to take, if necessary.
 - b. Determine the process for further action and reporting as quickly as possible.
 - c. Whether there is a written statement of alleged offense or not, assist the accuser in finding access to other resources, such as pastoral care.
 - d. Coordinate the case or complaint through the appropriate processes to give advice and support to each other, to insure better communication and coordination from the Presbytery during the process.
 2. Roles of member of Coordination Team when a written statement of alleged offense is received
 - a. Stated Clerk
 1. Initiates the procedures for the establishment of an Investigating Committee
 - (a) the Moderator, along with members of the Coordination Team shall appoint an Investigating Committee (D-10.0201b)
 - (b) When the Investigating Committee has been appointed, the Stated Clerk shall notify the presbytery of its appointment before the Committee begins its work.
 2. If applicable, confirms that appropriate civil authorities have been notified.
 - b. Executive Presbyter
 1. Informs the Presbytery's insurance carrier and the Presbytery's attorney.
 - c. Committee on Ministry Chairperson
 1. In consultation with the Coordination Team and the accused and accuser, appoints care givers for the accused and the accuser.
 2. In consultation with the Coordination Team, notifies the Committee on Ministry on need-to-know basis.
- C. Committee on Ministry
1. Should the accused acknowledge the essential truth of the accuser's allegations or there be such overwhelming evidence or chaos to make such actions prudent, the Committee on Ministry may recommend any of the following measures:
 - a. The immediate restriction of the pastoral activities of the accused;
 - b. The immediate imposition of supervision of the accused;
 - c. The immediate temporary suspension of the accused from his/her pastoral duties with pay

and without prejudice in which case the Session of the particular church, administrative agency or ecumenical agency shall be advised that presbytery will provide adequate services during the time of the temporary suspension.

2. In the case of the accused being in position other than a church setting:
 - a. The notification of the accused's employer of the fact and nature of the allegations brought and that an investigation is in process;
 - b. The transfer of the accused to member-at-large status until there is resolution of the matter.

D. Media Contact

All inquiries from the media regarding an allegation of misconduct must be directed to the Stated Clerk or the Executive Presbyter.

E. Disciplinary Process

When the Stated Clerk receives a written statement of alleged offense, the Disciplinary Process under the provisions of Chapter DB10.000 THE RULES OF DISCIPLINE of The Book of Order shall commence.

III. Preventative Measures

- A. All teaching elder members of the John Knox Presbytery, all commissioned ruling elders, and student pastors serving within the bounds of the John Knox Presbytery are required to sign a written acknowledgment indicating that they have received a copy and understand the Statement of Ethics and Misconduct Policy. Such acknowledgment will be kept in the person's personnel file.
- B. The employing body is responsible for contacting references for prospective teaching elders, commissioned ruling elders, and student pastors.
- C. A criminal background, credit and Motor Vehicle Division check shall be a part of the Presbytery's reference check.
- D. The John Knox Presbytery and all its agencies, committees, and affiliates will adhere to this policy, including its standards, procedures, and practices.
- E. This policy shall be distributed to all teaching elders, commissioned ruling elders, and student pastors of the John Knox Presbytery. The policy shall be made available to all persons who accuse others of misconduct as well as those accused of misconduct.
- F. The Committee on Ministry will provide training for each teaching elder who is new in John Knox Presbytery, commissioned ruling elder, and student pastor. Failure to complete such training will result in a dissolution of the relationship.
- G. Each church in John Knox Presbytery is required to adopt a policy for child protection, harassment and sexual misconduct by September 30, 2006.

IV. Glossary of Terms

- A. Accused - The person against whom a claim or charge of misconduct is made.
- B. Accuser - The person or persons claiming knowledge of misconduct by a person covered by this policy. If the accuser is not the victim, that person must be an adult advocate making the charge on behalf of the victim.

- C. Allegation - A verbal or written statement of an alleged offense.
- D. Caregivers - Persons appointed by Committee on Ministry who act on behalf and with accuser or accused as listener and friend.
- E. Child Sexual Abuse - Any contact or interaction between an adult and a child (as defined by State Law) or children involving sexual stimulation. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered non-consensual.
- F. Church - When spelled with capital letters it refers to the Presbyterian Church (U.S.A.). When spelled in lower case refers to local churches.
- G. Complaint - A written statement alleging an irregularity in a particular decision or action, or alleging a delinquency. (D-6.0102)
- H. Co-ordination Team - The group of persons in the Presbytery that are coordinating and facilitating the complaint process.
- I. Entity - Any program or office managed by a board, council, committee, or other body whose membership is elected or appointed by a governing body.
- J. Inquiry - The procedures used in the Rules of Discipline to determine whether charges should be filed based upon allegations of an offense received by a governing body. (See Rules of Discipline-10.0200.) This is comparable to finding "probable cause."
- K. Misconduct - A violation of statements set forth in the Ethics Statement.
- L. Persons Covered - by this policy include officers, employees, all continuing members of The John Knox Presbytery, and volunteers under the jurisdiction of the Presbytery.
- M. Sexual Abuse - Any offense involving sexual conduct in relation to any person under the age of eighteen years or anyone over the age of eighteen years without mental capacity to consent, or any person when the conduct includes force, threat, coercion, or intimidation, or misuse of office or position (D-10.0401a).
- N. Sexual Harassment - Within a work setting: any unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 1. submission to such conduct is made either explicitly or implicitly a condition of the individual's employment or advancement
 2. submission to or rejection of such conduct by an individual, or
 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
- O. Sexual Malfeasance - as defined for this policy is the broken trust resulting from genital contact (contact with breasts, penis, buttocks, or pubic area) within a ministerial or professional relationship, (where one party has power or perceived power over another).
- P. Sexual Misconduct - is the comprehensive term used in this policy to include:
 1. Child sexual abuse as defined above.
 2. Sexual harassment as defined above.

3. Rape/criminal sexual misconduct or sexual contact by force, threat, or intimidation.

4. Sexual malfeasance as described above.

Q. Volunteer - Anyone who performs work for governing bodies or entities, but receives no remuneration.

**Appendix 3
Sexual Misconduct Policy
Presbytery of John Knox**

Child/Youth Worker Application Form

Child/Youth Worker Application Form

It is the goal of this church to create a safe and secure environment for all children and workers who are involved in church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth program. This information will be used for the sole purpose of helping the church provide a safe and secure environment for children and workers.

Name: _____ Date: _____

Date of birth: _____ Social Security Number: _____

Have you ever used name(s) other than the one above? If yes, please list:

Current street address: _____

City, State, Zip: _____ Years at address: _____

Previous address: _____

Current phone number (Home): _____ (Work): _____

**Please respond to all questions below that apply to the position for
which you are applying/volunteering.**

Position applying/volunteering for: _____

When are you available to work? _____

Do you have a valid driver's license? _____ License number: _____

Commercial license? _____ State issued: _____

Current employer: _____ Length of employment: _____

Name of supervisor: _____ Phone number: _____

Previous employers (within last five years):

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Is there any reason you should NOT work with or around children or youth? _____

Have you ever been the subject of a child abuse investigation? _____

If yes, please provide details: _____

Have you ever been convicted of or pleaded guilty to a criminal offense? _____

If yes, please provide details: _____

Please list your education background:

	<u>Name</u>	<u>Graduate?</u>	<u>Year</u>	<u>Degree or course of study</u>
High School:	_____	_____	_____	_____

College:	_____	_____	_____	_____
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Other:	_____	_____	_____	_____
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Please provide the following church information:

What, if any, church affiliation do you have? _____

How long have you attended that church? _____ Are you a member? _____

List other churches with which you have been affiliated: _____

Have you ever worked with youth or children? _____ List where: _____

Please list two references (must be of a business or organizational nature):

Name: _____ Phone: _____

Address: _____ Years known each other: _____

Name: _____ Phone: _____

Address: _____ Years known each other: _____

I hereby give permission to make a thorough investigation of my past employment, education, and background, and release from liability all persons, companies, or corporations supplying such

information. I also release the church from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge.

Signature: _____ Date: _____

**Appendix 4
Sexual Misconduct Policy
Presbytery of John Knox**

Background Check Consent for John Knox Presbytery

Background Check Consent for John Knox Presbytery

BACKGROUND INVESTIGATION CONSENT

I, _____ (applicant complete name), hereby authorize John Knox Presbytery (organization) and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with John Knox Presbytery.

I release John Knox Presbytery and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Full name (Printed): _____

Maiden name or other names used: _____

Present street address: _____ How long? _____

City/State: _____ Zip: _____

Former street address: _____ How long? _____

City/State: _____ Zip: _____

Date of birth: _____ Social Security: _____

Driver's license: _____ State of license: _____

Signature: _____ Date: _____

Appendix 5
Sexual Misconduct Policy
Presbytery of John Knox

Acknowledgment

This attachment to the sexual Misconduct Policy of the Presbytery of John Knox is to be signed by all candidates, ministers, employees and volunteers of the Presbytery.

By signing this appendix, you acknowledge that you have received and read the Sexual Misconduct Policy.

Signed: _____

Date: _____

This document will be kept in your personnel file.