

# RECRUITING and SELECTING CHURCH WORKERS – II

## Policy and Procedure

1. All paid employees and volunteer staff including but not limited to other contracted services which may interface with children and youth of Trinity E.C. Church should undergo a thorough screening process as part of the job application procedure.

The screening procedure will include:

- a. An employment application form
  - b. Pennsylvania Child Abuse History Clearance Form
  - c. Pennsylvania State Police Request for Criminal Record Check
  - d. Reference checks
  - e. A personal interview following the receipt of the previous forms
2. Volunteers with criminal abuse records will **not be accepted** to work with children or teens.
  3. Survivors of child abuse must meet with the pastor prior to starting with children or youth. Persons who have suffered from this trauma shall not be automatically disqualified from service. By taking these extra precautions, we reflect current legal realities.
  4. All employees and volunteers must sign a statement agreeing to follow church policies with respect to working with children and youth.