

# RECRUITING and SELECTING CHURCH WORKERS

## Policy and Procedure

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

The screening procedure will include:

- a. An employment application/screening form (copy attached)
  - b. Pennsylvania Child Abuse History Clearance Form (copy attached)
  - c. Pennsylvania State Police Request for Criminal Record Check (copy attached)
  - d. Reference checks
  - e. A personal interview following the receipt of the previous forms
  - f. New volunteer staff will only be considered after they have been actively involved in the life of Trinity E.C. Church for a period of six months (see WAIVER)
2. All volunteer staff shall be encouraged to comply with the above primary screening process.

Should that be impossible and recognizing that ministry hinges upon the use of volunteers, the following secondary procedures should be used in screening occasional volunteers:

- a. A volunteer application form
  - b. Reference checks
  - c. A personal interview following the receipt of the previous forms
  - d. New volunteer staff will only be considered after they have been actively involved in the life of Trinity E.C. Church for six months. (This policy could be waived should an applicant come to us in good standing from another evangelical church.)
3. Volunteers with criminal abuse violations **will not be accepted to work with children or teens.**
  4. Survivors of child abuse must meet with the pastor prior to working with children or youth. Persons who have suffered from this trauma shall not be automatically disqualified from service. Following this interview it would be prudent to include the steps provided in the primary screening process. By taking these extra precautions, we reflect current legal realities.
  5. All employees and volunteers should sign a statement agreeing to follow church policies with respect to working with children and youth.