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**Background Check**

**Please take a moment to read below before filling out any information:**

The purpose of a background check is to promote a safe and secure environment for all children that participate in events through Alpine Bible Church. All background checks will be done in a confidential manner. The results of the background check will only be reviewed by specific church personnel on a need to know basis to protect your privacy. All background checks are conducted through Backgroundchecks.com which is the recommended company of Lifeway Christian Bookstore.

Adults who work with children at Alpine Bible Church must complete a background check. By filling out this form and signing your name below, you are agreeing to allow the leadership of Alpine Bible Church to conduct a personal background check on you to determine if it is appropriate and safe for you to be a volunteer in a children’s ministry. You are also acknowledging that the information you have written below is correct and that it was appropriately filled out by the person receiving the background check.

**Please note that SSN numbers are always required for background checks.**

Thank you for taking the time to help us make Alpine Bible Church a safe place for children.

Please fill out the following information below.

**Information:**

Is there any reason to believe you should not be serving in a children’s ministry? Yes No

Have you ever been convicted of any crime against a minor? Yes No

Do you give Alpine Bible Church permission to conduct your background check? Yes No

**Name: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

First Full Middle Last

**Current Address:** (street, city, state) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place of Birth:** (City, State) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birthdate: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I have accurately filled out

 Print Name

 the information above and all the information is my personal information. I give Alpine Bible Church permission to conduct my background check for children’s ministry related purposes.

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

 *Signature Date*

\*This portion will be destroyed after we complete your background check.

**SSN: \_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_**

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**Sexual Misconduct Policy & Procedure**

This policy is designed for the protection of our minors, staff, and volunteers at Alpine Bible Church. **Everyone** who desires to serve at Alpine Bible Church is required to read and sign this form to acknowledge their agreement with our sexual conduct policy and procedure. No one can serve as a volunteer in any ministry involving minors without having read and completed this form and any additional forms (Background Check) required by Alpine Bible Church for the protection of our children.

**Important Definitions:** A minor is any child 18 years of age and younger. A volunteer working with minors is defined as any adult involved in any activity with any child 18 years of age and younger at any church function. Functions may include: retreats, overnight activities, counseling, regular church gatherings, and transportation of children.

**Please Note:** Volunteer restrictions do **NOT** apply to parent volunteers helping on a one-time basis in a group setting. Therefore, parents can be utilized to help with activities in group settings, but if parents are going to be involved on a regular basis they must read and fill out required forms.

Below are our policy and procedures. Please read the following and sign if you agree to adhere to our policy and procedures.

**Information**

1. All employees and volunteers that desire to be involved in any activity with a minor at Alpine Bible Church (children 18 years of age and younger) are required to read and sign this form that explains our policy and procedures. Once you have read and signed this form you must turn it back in to the church office to keep on file.
2. All employees and volunteers involved in any activity with a minor at Alpine Bible Church (children 18 years of age and younger) are required to fill out our **Background Check** form and turn it into the office to have a background check completed. A background check helps our Alpine Bible Church leadership determine if it is appropriate and safe for an employee or volunteer to work with children.
3. All volunteers must be approved by Alpine Bible Church designated leadership before they are allowed in any position involving contact with minors.
4. No minor should be alone with only one adult on church premises or in any church-sponsored activity, unless in a counseling situation. If a 1-on-1 counseling situation is necessary, it should be with the same sex, it must be in a visible location with adequate lighting and the counselor must stay in sight of other leaders. No adult should be alone with a child in a closed location for any reason.
5. Anyone convicted of a serious crime against children may not be allowed to participate in an ABC ministry involving minors.
6. Please exercise wisdom in the way you communicate and interact with minors through Alpine Bible Church. Do not use any inappropriate language, course joking, or sexual comments.
7. In the event a sexual misconduct incident is made known to you, if stated by a child or an adult, please do not hesitate to report it to the nearest Church Leader so that the leader can take appropriate action and immediately contact the necessary local authorities to handle the situation. We treat every accusation as serious.

At Alpine Bible Church, we are delighted to do our part to prevent such an occurrence by creating a policy and procedures that focus on the well-being of every minor at Alpine Bible Church. It also helps our volunteers and staff to exercise wisdom when working with minors. **By signing below, you agree to adhere to our Sexual Conduct Policy & Procedure.**

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 (Print First & Last Name) (Signature) (Dat