



# Welcome to the **FIYAH Youth Ministry**



## **VOLUNTEER PROCESS PACKET**

### **Welcome Letter**

Dear Potential Volunteer Leader,

We're excited you're considering a volunteer position with FIYAH! In this package, you will find the process that all volunteer leaders go through before coming onboard.

First, read through the ***“Volunteer Description”***. This description will give a good idea of our expectations of the various roles and the expected time commitment.

Second, read through the ***“Leader Covenant”***. All youth volunteers must sign and agree to the covenant before starting their time as a youth leader. Pray and think it through before signing. If there are any areas you can't commit to or have questions on the responsibilities, please discuss those with us as we want to journey with you.

Third, read and complete the ***“Volunteer Application”***. Fill out the application and turn it in to our youth office. This is the only form we need back right away.

Fourth, read and complete the ***“Background Check”***. Fill it out completely and turn it into our youth staff or church Human Resources for processing.

Once you have returned your Volunteer Application and Background Check, we will schedule two informal (30 minute) interviews. One is with a youth ministry director and the second is with our Youth Pastor. These interviews are our chance to get to know you as a person, to hear your story and for us to assist with placement.

The process typically takes about three weeks, and then we'll have you come onboard for a three-month trial period where you'll have time to practically see this role play out before we set you into a long-term volunteer position. Again, if you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

Dr. Ca Trice Glenn  
Youth Pastor  
Hopewell Missionary Baptist Church



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## **VOLUNTEER PROCESS PACKET**

### **Volunteer Description**

We believe the most important role in youth ministry is that of a volunteer. You are those who intentionally pour into the lives of students through **love**, **communication**, and **consistency**, which is your primary function. Our youth ministry has a variety of ways for a volunteer to serve; however, the most key volunteer position is that of our youth leaders. We are looking for adults to serve in various youth ministry capacities. Our ministry serves children ages 1–18 years old. Please read below to get a better understanding of what our expectations are for this role.

### **Hopewell Youth Ministries**

#### **Education**

Youth Bible Study  
Youth Discipleship  
Vacation Bible School

#### **Worship Services**

Youth Church  
Youth Ushers Ministry  
Courtesy Ministry

#### **Music and Arts**

WOW Choir  
Dance Ministry  
Mime Ministry  
Youth Drama

#### **Outreach**

Youth Missions  
Boys & Girls Scouts  
Mentoring Ministry  
Recreation Ministry

### **Youth Ministry Organization**

Nursery Ministry – Ages 1–4

Middle School Ministry – Grades 6th-8th

Children’s Ministry – Grades K-5th

High School Ministry – Grades 9th-12th

### **Youth Leaders & Teachers:**

#### **Sunday Morning and/or Wednesday Evenings**

You’ll oversee and/or share teaching sessions with a maximum of twenty students within a two-grade range. Youth leaders welcome students to service in the educational wing beginning 30 minutes prior each service. These sessions include worship service, lesson time, games, hangout, and leader debriefs. We will provide you with lesson material for each session well in advance.

- We expect youth leaders to spend an hour prepping for each youth group or class discussion led.

### **Other Volunteer Opportunities:**

#### **Specific activities, events or as needed**

Across our 14 youth ministries we have several types of volunteer opportunities. Those opportunities include assistance with music/worship (praise and worship), media and technology, event planning, arts/graphics, social media, marketing, administrative, snack distribution, sign-in/sign-out procedures, games and sports, and chaperones.



# Welcome to the **FIYAH Youth Ministry**



## **Consistent Shepherding of Our Youth Group**

The most important part of volunteering is building consistent, long-term, God-centered relationships with your students. Walking alongside them in their environments is an important way to meet students wherever they are in life. It's about relationships and letting students know that you are there to point them to Jesus.

## **Leader Trainings & Leadership Retreat**

There are four – annual – mandatory leader trainings, where all youth volunteer staff come together to grow as leaders, to be equipped in certain areas of ministry, and to build community amongst other youth staff. You will get these dates far in advance in order to avoid any conflicts.

In July we hold a **“Mandatory Fun”** leader retreat. This retreat is 100% designed for you to relax, be completely spoiled, and have nothing to do with students! It is every leader's highlight each year.

## **Youth Service: Sunday 8 am Service & 11 am Service**

We meet in the youth rooms before our traditional Sunday morning service. It's strongly suggested that all volunteer leaders be present on Sundays as a way of building relationships with students and being a part of what they're learning in order to build meaningful relationships with youth.

## **Camps, Trips, Retreats, & Events Participation Expectation**

In addition to Sunday morning worship services and Wednesday night Bible Study classes, our youth have regular events and fellowships. It is highly recommended that leaders attend these events & trips. This is where relationships are able to grow deeper, and memories are easily formed. You will get an event calendar and we ask you to commit to as many as you're able to. We understand that life is busy so we don't expect you to be at everything, but we would love for you to try your best and communicate with us as soon as possible to what you can and cannot attend.



# Welcome to the **FIYAH Youth Ministry**



## **VOLUNTEER PROCESS PACKET**

### **Leader Covenant**

Being a leader is a serious responsibility. Beyond what we teach with our words, we know the greatest testimony to students will be the Godly example of our own lives. And while we are all far from perfect, as leaders we should be able to say with confidence, **“Follow my example as I follow the example of Christ”** **1 Corinthians 11:1**. As a part of the responsibility of being a leader, we ask you to agree to each of the following statements:

**Relationship with God:** Jesus Christ is my Lord and Savior. I have given my life to Him and I am committed to serving Him in all that I do. I will seek to make my personal relationship with God the number one priority in my life. I will also seek to order my life according to biblical priorities, which include:

- Cultivating my personal relationship with God by spending time in His word and in prayer (Col. 3:16-17; Psalms 119:1-16)
- Showing love to fellow believers by serving them in prayer, time, effort, ability, and resources (Matt. 20:26-28; John 15:12-13; Gal. 6:10; Phil. 2:3-8; Rom.15: 1-7)
- Sharing the good news of Jesus Christ with non-believers in both word and deed (Matt. 5:14-16, 28:18-20; 1 Peter 2:11-16)
- Practicing active giving (2 Corinthians 9:7)

**Living a Life of Purity:** As a leader, I understand how I act in my personal life will greatly affect my ability to lead. I will pursue sexual purity, including remaining pure in my dating relationships. If I'm in a dating relationship, or begin one, I will inform youth leadership promptly. I will use moderation and discretion in my use of alcohol and tobacco, and will not drink or smoke in conjunction with youth events. I will avoid all drug use. If I should stumble in any of these areas, I will seek the support and accountability from our youth leadership.

**Living Modestly:** I will commit to setting an example for students in the way that I dress and in the way that I carry myself. I understand that modesty is an attitude of the heart (*1 Timothy 3:2*) as well as a manner of dress (*1 Timothy 2:9*). Modesty considers how we think about ourselves in relation to God, which is reflected in the way we dress and act. I will commit to wearing appropriate clothing and will avoid wearing anything that accentuates my body (yoga pants, short shorts, tight athletic shorts, low cut shirts, etc.). *\* This applies to male leaders as well.*



# Welcome to the **FIYAH Youth Ministry**



**Dating Policy:** As a leader one of my primary cares is to protect and love the youth, and I recognize that being in an emotional or physical dating relationship with another youth ministry staff member or volunteer may not be in the best interest of our youth ministry. I commit to not starting a relationship with a youth staff or volunteer leader and understand that if a relationship, or the appearance of a relationship, starts to develop I will let youth leadership know immediately. (Not applicable for married couples)

**Attend All Leadership Trainings:** I will commit to attend all 4 annual Volunteer Leader Trainings in their entirety and the Leader Retreat. If I have a conflict that is unavoidable I will contact youth staff immediately, but I understand these are all mandatory meetings, and my absence may result sitting down with youth staff to brainstorm if continuing is in my best interest. I will do everything in my power to organize my schedule accordingly once I've received all mandatory training dates.

**Regular Involvement in Youth Ministry:** I understand that as a leader I need to regularly attend youth ministry functions. I commit to attending Wednesday nights from 6:45 – 9:30pm and one to three Sunday Services a month. If I have a conflict ***I understand that it is my responsibility to arrange for a student or staff member to lead in my place. I commit to letting youth staff know that I'll be gone, and who's filling in for me.*** I commit to trying my best to attend monthly youth fellowships, youth retreats, & other group events each year. I commit to staying connected with what's going on in our youth group through all the different mediums used to connect and inform staff. I also commit to reading the Leader weekly newsletter to get informed on upcoming events and what the lesson series will be each week.

**Personal Development:** I realize that a Leadership Team is focused on developing me as a leader. I will commit to my own development as a leader as well, which will entail doing the work necessary to become a stronger volunteer. For example, reading youth magazines, a youth ministry book, spending time each week preparing for youth group discussion, asking questions, seeking out new ideas, and/or other areas you may consider helpful to your personal development as a youth worker. I will reach out to youth staff for advice and guidance.

**Student Development:** I understand that as a leader one of my primary focuses is the spiritual shepherding of students. I commit to consistently build into the lives of students by being an active part of their journey through phone calls, social media, text messages, small group gathering, one-on-ones, letters, and/or attending any of their outside events. I commit to speaking biblical truth into their lives, and I recognize that I'm here as a spiritual mentor and not a cool friend.



# Welcome to the **FIYAH Youth Ministry**



**Inappropriate Student Relationships:** I will avoid even the appearance of inappropriate relationships with students. For example, I will:

- Only show appropriate affection to students – especially towards those of the opposite sex such that my behavior cannot be questioned.
- Not use any flirtatious or suggestive language, even in jest, which could be misinterpreted or could cause some offense.
- Use discretion in correspondence to youth.
- Avoid one-on-one appointments or travel with youth where such behavior could be questioned.

**Sacrifice for Others:** I understand that I will be asked to sacrifice for others as a leader. I will make that sacrifice willingly, and with keeping a positive attitude. (For example: staying behind with a broken down vehicle.)

**Defend the Team:** I will never slander or speak disrespectfully about any other member of the Leadership Team. If I have an issue with another leader, I will communicate the issue directly with that leader in a spirit of grace and gentleness and/or I will elicit the help of a youth staff leader to facilitate a process of healthy communication with that leader. I will keep the problems and issues of the team within the confines of the team and commit to working them out together.

**Pursuit of Excellence:** I am willing to pursue excellence in all I do as a leader. I accept and uphold Hopewell’s statement of faith. (See Attached)

I hereby acknowledge my agreement with the statements contained in this commitment and covenant to strive to live according to them. I understand and recognize that failing to acknowledge or follow any of these commitments above could result in my termination as a youth worker from this youth ministry.

x: \_\_\_\_\_

Signature

\_\_\_\_\_

Date



# Welcome to the **FIYAH Youth Ministry**



## Volunteer Application

### Contact information

|                             |  |
|-----------------------------|--|
| <b>Name</b>                 |  |
| <b>Street Address</b>       |  |
| <b>City, State Zip Code</b> |  |
| <b>Phone Number</b>         |  |
| <b>E-Mail Address</b>       |  |

Are you a member of the church?       Yes  No    If so, how long? \_\_\_\_\_  
 Age Range:     under 18     18-25       over 25

### Existing Volunteers Only

Please list the youth ministry area(s) you are currently working with:

|               |  |              |  |
|---------------|--|--------------|--|
| Ministry Name |  | Date Started |  |
| Ministry Name |  | Date Started |  |
| Ministry Name |  | Date Started |  |
| Ministry Name |  | Date Started |  |

### Ministry

In which youth ministry area are you seeking to become active?

What skills would you bring to the youth ministry area that you are interested in working with?



# Welcome to the **FIYAH Youth Ministry**



What other youth ministry experience do you have?

|                    |  |
|--------------------|--|
| Organization Name  |  |
| Youth Program Name |  |
| Dates of Service   |  |
| Contact Name       |  |
| Phone Number       |  |

|                    |  |
|--------------------|--|
| Organization Name  |  |
| Youth Program Name |  |
| Dates of Service   |  |
| Contact Name       |  |
| Phone Number       |  |

|                    |  |
|--------------------|--|
| Organization Name  |  |
| Youth Program Name |  |
| Dates of Service   |  |
| Contact Name       |  |
| Phone Number       |  |

## Church activity

Please list other churches outside of Hopewell that you have attended in the past five (5) years.

|                       |  |                |  |
|-----------------------|--|----------------|--|
| Church Name           |  |                |  |
| Pastor's Name         |  |                |  |
| Phone Number          |  | Years attended |  |
| Ministry where worked |  |                |  |

|                       |  |                |  |
|-----------------------|--|----------------|--|
| Church Name           |  |                |  |
| Pastor's Name         |  |                |  |
| Phone Number          |  | Years attended |  |
| Ministry where worked |  |                |  |

|                       |  |                |  |
|-----------------------|--|----------------|--|
| Church Name           |  |                |  |
| Pastor's Name         |  |                |  |
| Phone Number          |  | Years attended |  |
| Ministry where worked |  |                |  |





# Welcome to the **FIYAH Youth Ministry**



## References

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Please list three (3) personal contacts or individuals (other than relatives) that could attest to your personal character and ministry involvement.

|              |  |
|--------------|--|
| Name         |  |
| Phone Number |  |

|              |  |
|--------------|--|
| Name         |  |
| Phone Number |  |

|              |  |
|--------------|--|
| Name         |  |
| Phone Number |  |

## Verification Information

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Have you ever been arrested?  Yes  No

If yes, please explain

Have you ever been convicted of or plead no contest to any crime?  Yes  No

If yes, please explain

Are you engaged in or been accused of any act of child molestation, abuse, or exploitation?  Yes  No

If yes, please explain

Do you have any traits or tendencies that could pose any threat to children, youth, or others?  Yes  No



# Welcome to the **FIYAH Youth Ministry**



If yes, please explain

Do you know of any reason(S) why you shouldn't be allowed to work with children, youth, or others?  Yes  No

If yes, please explain

## Applicant Verification and Release

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct. I authorize the organization to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications. I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I have carefully read the policy and procedures of the organization, and I agree to abide by them and protect the health, well-being, and safety of the children, youth, and teens at all times.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

### **Hopewell Missionary Baptist Church BACKGROUND INVESTIGATION CONSENT**



# Welcome to the FIYAH Youth Ministry



I, \_\_\_\_\_, hereby authorize Hopewell Baptist Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, 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 for employment now and, if applicable, during the tenure of my employment with Hopewell Baptist Church.

I release Hopewell Baptist Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Full Name (Printed)

\_\_\_\_\_  
Maiden Name or Other Names Used

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Former Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
City / State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
\* Date of Birth

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State

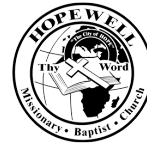
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\* NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Hopewell Missionary Baptist Church is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.*



# Welcome to the **FIYAH Youth Ministry**



## **CHILD/YOUTH PROTECTION POLICY**

### **General Purpose Statement**

Hopewell Missionary Baptist Church seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the following practices, our goal is to protect the children and youth of Hopewell from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

### **Definitions**

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years.

### **Selection of Workers**

All leaders and youth workers and 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 (Would three months be reasonable?)**

No volunteer will be considered for any position involving unaccompanied contact with minors until s/he has been involved with the church 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 church affiliation, reference and volunteer information, as well as disclosure of any previous criminal convictions. The application will be maintained in confidence on file at the church.

#### **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.

#### **4. 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 church.



# Welcome to the **FIYAH Youth Ministry**



## **5. Criminal Background Check**

Each prospective volunteer will give written consent for a criminal background check, conducted by the company or agency the church selects. The form of authorization will be that prescribed by the company or agency selected. The church will approve no volunteer without this authorization. Upon receiving the requested information and performing the actual background checks, the church will destroy the information within 10 working days for the privacy protection of the volunteer.

## **6. Existing Workers**

Hopewell reserves the right to waive this process for workers who have been in place in this church for an extended period of time prior to the adoption of these policies.

## **7. Grounds for Disqualification**

The following offenses are grounds for disqualification regardless of any extenuating circumstances:

- a. Crimes against the family, sex-related offenses, child-related offenses, murder, felony theft/robbery/burglary offenses, and fraud-related offenses and crimes against persons and property.
  
- b. A felony or misdemeanor classified as an offense against public order or indecency.
  
- c. A felony violation of any law intended to control the possession or distribution of any controlled substances.
  
- d. All other offenses, not otherwise described above, may result in disqualification at the discretion of an agent of the church including but not limited to being under an ongoing investigation by a legal agency or having been dismissed from a previous church or non-profit agency for misconduct related to children.

## **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.



# Welcome to the **FIYAH Youth Ministry**



## **Responding to Allegations of Child Abuse**

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

- **Physical abuse** – any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- **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.
- **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.
- **Neglect** – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.
- **Family Violence** – 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 church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to a church staff member 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 church or during our sponsored programs or activities, the following procedure shall be followed:
  1. The parent or guardian of the child will be notified.
  2. 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.
  3. Our insurance company will be notified, and we will complete an incident report.
  4. We will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists.
  5. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
  6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
  7. A church staff member will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.
  8. A pastoral visit will be arranged for those who desire it.



# Welcome to the **FIYAH Youth Ministry**



## **Open Door Policy**

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

## **Teenage Workers**

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to such workers:

- Teenage workers must be at least age 14
- Teenage workers will be screened as specified above.
- Teenage workers must be under the supervision of an adult (at least age 21) and must never be left alone with children.

## **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children at Hopewell Missionary Baptist Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up.

## **Medications Policy**

It is the policy of the church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with a church staff member to develop a plan of action.

## **Discipline Policy**

It is the policy of the church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with a church staff member if assistance is needed with disciplinary issues.

## **Restroom Guidelines**



# Welcome to the **FIYAH Youth Ministry**



Children five years of age and younger should utilize a classroom bathroom, if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as he/she assists the child. For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

## **Accidental Injuries to Children**

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

## **Training**

Hopewell will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

**I have reviewed and agree to adhere to the child protection policy at Hopewell Missionary Baptist Church.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date