

**FIRST PRESBYTERIAN CHURCH OF SALINE
CHILD AND YOUTH PROTECTION POLICY (“CYPP”)**

Approved by Session 10 / 15 / 2023 effective 1 / 1 / 2024

I. Introduction and Goals

- a. First Presbyterian Church of Saline, Michigan (“FPC”) seeks to provide a safe, secure, and welcoming environment for the Children and Youth who participate in our programs and activities. All people who participate in activities of FPC are worthy of dignity and respect.
- b. By implementing the CYPP, our goal is to protect the Children and Youth of FPC from incidents of Child Abuse or inappropriate behavior while also protecting our Staff and Volunteers.
- c. All are encouraged to practice their baptismal vows to nurture Children and Youth in the Christian faith and to participate fully in the lives and ministry of them. FPC must safeguard all Children and Youth under its care from abuse and neglect. We acknowledge the potential for abuse and neglect in our world but still seek to prevent it.
- d. Definitions of various terms used in this document are included in the attached Appendix I. When an otherwise common noun is capitalized (such as “Children”), or a capitalized acronym is used (such as “CYPP”) it has a definition in Appendix I.

II. Covered Persons. The following persons are expected to understand and adhere to the CYPP and are defined as “Covered Persons”.

- a. All persons employed by or seeking employment with FPC.
- b. All Volunteers of FPC.
- c. Pastors / Teaching Elders
- d. Ruling Elders.
- e. Deacons.
- f. Church Officers
- g. Other representatives of FPC.
- h. Members.
- i. Non-members including regular attendees and guests participating in FPC-related activities.

III. Principles and Standards of Conduct. All Covered Persons referred to in Section II must be guided by these principles and standards in their conduct.

- a. Child Abuse in any form breaches Christian ethical principles and will not be tolerated by FPC.

- b. All Covered Persons are required to adhere to the CYPP in all their interactions with Children and Youth.
- c. Staff and Volunteers should be alert to the physical and emotional state of the Children and Youth in their care. Any signs of injury or possible Child Abuse must be reported, regardless of whether the Staff or Volunteer witnessed any abusive action themselves.
- d. All Ruling Elders, Deacons, Christian educators, and Pastor / Teaching Elders are required to report knowledge of Child Abuse to the civil and ecclesiastical authorities according to the Book of Order (G-4.0302).
- e. In addition, mandated reporters in the State of Michigan include members of the clergy and teachers. FPC will adhere fully to the mandated reporting requirements via prompt notification to Secular/Civil authority of any case involving suspected child abuse or neglect.

IV. Screening of Staff and Volunteers

- a. Disqualifying Events
 - i. What constitutes a disqualifying event that will keep an individual from working with Children and/or Youth will be determined by the Pastor / Teaching Elder and the Ruling Elders leading the Administration and Personnel Committee and the Christian Education Committee, on a case-by-case basis in light of all the surrounding circumstances.
 - ii. Generally, convictions for an offense involving Children or Youth and/or for offenses involving violence, dishonesty, illegal substances, excessive traffic violations, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with minors. “Excessive Traffic Violations” will be defined by FPC’s insurer.
 - iii. Failure to disclose a criminal conviction on FPC’s employment application form and/or background check authorization form will also be a disqualifying event.
 - iv. Regardless of the surrounding circumstances, any person who is known to be currently under investigation for, or has been convicted of child abuse (including physical abuse, sexual abuse perpetrated as an adult, sexual abuse perpetrated as a Youth, emotional abuse) and/or neglect is not permitted to work or Volunteer in any church-sponsored activity or program involving Children and/or Youth.
- b. All Staff and Volunteers who desire to work with Children and Youth participating in our programs and activities will be screened. This screening includes the following.
 - i. Reference Check. The Pastor / Teaching Elder will check with the Pastor of the reference church (or other leader in the reference church with whom a prospective Volunteer has worked) to ensure a quality fit with Children’s and/or Youth ministry. All FPC Staff will already have gone through a reference check before hiring.

ii. Criminal Background Check

1. All persons seeking to work with Children and/or Youth must complete and sign a background check authorization form supplied by FPC (such as the one attached as Appendix III). The background check authorization form will be maintained in confidence on file at FPC. If an individual declines to sign the background check authorization form, she/he will not be permitted to work with Children and/or Youth.
2. A national criminal background check is required for all Staff (regardless of position) and for all Volunteers who work with Children and Youth. This includes:
 - a. Those who will be involved in any of the educational ministry programs with direct interaction with Youth and Children.
 - b. Those who will be involved in overnight activities with minors.
 - c. Those transporting minors to and from FPC events.
 - d. Those counseling minors.
 - e. Those involved in one-on-one mentorship of minors.
3. The background check authorization form and results will be maintained in confidence on file at FPC. Criminal background checks will be reviewed every three (3) years for Volunteers and Staff.

V. Response Procedures

- a. When any Ruling Elder, Deacon, Christian educator, or Pastor / Teaching Elder or any other individual involved in the care of Children or Youth at FPC becomes aware of suspected Child Abuse, this must be reported immediately to the Pastor / Teaching Elder (or Clerk of Session, if the allegation/report is directed against the Pastor / Teaching Elder) for further action including reporting to Secular/Civil authorities as mandated by state law. The Pastor / Teaching Elder and/or the Clerk of Session will inform Session of the incident immediately.
- b. When anyone who is authorized to undertake an inquiry under this policy learns of an incident of Sexual Misconduct, they should follow the process and procedures described in the FIRST PRESBYTERIAN CHURCH OF SALINE POLICY AND PROCEDURE REGARDING ALLEGATIONS OF SEXUAL MISCONDUCT (“SMP”).
- c. Protocols shall be interpreted in conjunction with the Book of Order (Section D – 10.000 et seq.) and, in case of conflict, the Book of Order shall control.
- d. Notification to the Presbytery of Detroit, Committee on Ministry shall be made in cases involving the Pastor / Teaching Elder.

- e. In the event that an incident of Child Abuse is alleged to have occurred at FPC or during an sponsored off-site program or activity, the following procedure shall be followed as soon as possible, and in no event later than 24 hours after report of such incident is made to the Pastor / Teaching Elder (or Clerk of Session, if the allegation/report is directed against one of these individuals).
 - i. The parent or guardian of the Child/Youth will be notified (unless the parent or guardian is the Accused). If the parent or guardian is the Accused, the Pastor / Teaching Elder will notify child protective services. If the Pastor / Teaching Elder is also the parent or guardian, the Clerk of Session will notify child protective services.
 - ii. The individual alleged to be the perpetrator of the Child Abuse will immediately be placed on leave from working with Children/Youth pending an investigation.
 - iii. The Pastor / Teaching Elder or the Ruling Elders for Administration and Personnel will notify FPC's insurance company.
 - iv. The Pastor / Teaching Elder (or the Clerk of Session if the allegation/report is directed against the Pastor / Teaching Elder) will complete an incident report.
 - v. The Pastor (or the Clerk of Session if the allegation/report is directed against the Pastor) will comply with the state's requirements regarding mandatory reporting of abuse as stated in the Michigan Child Protection Law.
 - vi. The Pastor (or the Clerk of Session if the allegation/report is directed against the Pastor) and any other FPC Staff or Volunteers will cooperate with any investigation of the incident by state or local authorities.
 - vii. In the event there is no investigation of the incident by state or local authorities, the Pastor, in consultation with Session, will form a team to investigate the circumstances of the incident. The team should act only in consultation with our insurance company, attorney, and/or the Presbytery of Detroit/denominational representative.
 - viii. A pastoral visit will be offered to all parties involved in the allegation.
- f. Any Covered Person who is found guilty of the alleged Child Abuse, either in a criminal proceeding or in a disciplinary proceeding under the Book of Order, or who refuses to participate in the investigation will be barred from working with Children or Youth. Staff will be subject to discharge.
- g. The Pastor (or Clerk of Session should the allegations be directed against the Pastor) or the Pastor's designee will be the spokesperson to the congregation, media and community concerning incidents of Child Abuse, unless he or she is alleged to be involved. All others must refrain from speaking to the media or to the public.
- h. In responding to allegations of Child Abuse, Members, Church Officers, and Staff of FPC should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of Child Abuse, and the families and communities of each.

- i. Because of the potential threat to other Children and Youth, the policies in this section shall be followed even if the Victim was a minor but has achieved the age of majority by the time he or she alleges Child Abuse.

VI. Risk Management Policies

- a. Implementing the Policy
 - i. FPC will take appropriate steps to inform Covered Persons of the provisions of the CYPP including the procedures for effective response to be carried out if Child Abuse is observed and/or a report of Child Abuse is received.
 - ii. On an annual basis, the Session will confirm the identified Covered Persons who need to review and sign the form each year. These identified Covered Persons (typically Staff, Elders, Deacons, Church Officers, Teachers and Christian educators, and others who work with Children and Youth at FPC) will be required to sign an acknowledgement form (Appendix II) certifying that they have reviewed the CYPP and understand it. FPC will maintain the signed acknowledgement forms for six (6) years. The annual acknowledgement form will serve as a record of each Covered Persons' annual review and training on this CYPP.
 - iii. Also annually, FPC will remind the congregation of the general provisions of the SMP and CYPP and make copies available for review.
 - iv. Clergy associated with FPC must be aware of how state law regarding clergy confidentiality intersects with state law on child sexual abuse and reporting obligations. The Teaching Elder is responsible for informing Session of these obligations with appropriate notice to all Covered Persons.
- b. Six Month policy.
 - i. No individual will be considered for a Volunteer position unless she/he is a member OR has been an active participant at FPC for a minimum of six (6) months.
 - ii. This time of interaction between our leadership and the applicant allows better evaluation and suitability of the applicant for working with Children and/or Youth.
- c. Two Adult policy
 - i. It is our goal that a minimum of two unrelated (by blood or marriage) Volunteers or Staff persons will be in attendance at all times when Children/Youth are being supervised during our programs and activities. One of the two Volunteers or Staff people may be a hall monitor, provided that the hall monitor actively patrols the Christian education areas while Children and Youth are present.
 - ii. When only one adult teacher is in attendance during the class session, doors to the classroom shall remain open and/or an alternative location/option will be considered to allow education to happen near additional adults.

- iii. FPC allows one-on-one meetings with Children and Youth for counseling situations. In that case, it is mandatory that the Child/Youth and adult meet in a public place in view of other people or in the church building but with the room door open.
- d. Open Door policy. Classroom doors must 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.
- e. Teenage volunteer policy. We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are under age 18 to assist in caring for Children during programs or activities. The following guidelines apply to such workers:
 - i. Teenage Volunteers must be at least age 13.
 - ii. Teenage Volunteers will be asked to provide two non-related (by blood or marriage) references for us to check. Teenage Volunteers must be under the in-person supervision of an adult or Staff member.
 - iii. Teenage Volunteers will be supervised by approved Volunteers or Staff persons, and the Two Adult policy still applies.
- f. Contact information / pickup policy
 - i. FPC will provide a form for parents to fill out on an annual basis. This form will stay on file with FPC's educational ministry. It will include parent contact information, child medical information & allergies, and approved adults to pick up the Children.
 - ii. Under no circumstances should Staff or Volunteers release Children to anyone other than the authorized parent, guardian or other individuals authorized by the parent or guardian on the form referenced in Section VI.d.i.
 - iii. Staff and Volunteers should request ID if they do not already know the parent, guardian, and/or approved adults allowed to pick up the Children.
- g. Discipline policy.
 - i. Staff and Volunteers may not discipline Children or Youth by use of physical or verbal punishment or by failing to provide the necessities of care. Verbal reprimands must be appropriate for the age of the child and the offense committed. Physical restraint is used only as a last resort, in situations necessary to protect the Child, Youth, or others from harm.
 - ii. There shall be no spanking, grabbing, hitting, or other physical discipline of Children/Youth. Volunteers should consult with the Elder or Pastor if assistance is needed with disciplinary issues.

- h. Restroom policy. Parents are strongly encouraged to have their Children/Youth visit the bathroom prior to each class. An adult is not to be in a closed bathroom with a Child/Youth. An adult should escort Children/Youth to the hallway door of the bathroom and wait outside the bathroom door. If a Child/Youth needs assistance while in a bathroom, either doors should be left open or another person should be present while assistance is given.
- i. Accidental injury policy. In the event that a Child or Youth is injured while under our care, the following steps should be followed:
 - i. For minor injuries, scrapes, and bruises, Staff/Volunteers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the Child/Youth's parent or guardian of the injury at the time the Child/Youth is picked up from our care.
 - ii. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian and the supervising Staff member on site will immediately be notified. If warranted by circumstances, an ambulance will be called.
 - iii. Once the Child/Youth has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional. The incident report will be filed with FPC administrator with a copy to the Pastor / Head of Staff.
- j. CYPP training policy
 - i. FPC will provide mandatory training on the CYPP to all who are in leadership positions in the Children and Youth ministry teams, childcare workers, Staff, teachers, and Volunteers who work with Children and Youth.
 - ii. On an annual basis, these individuals who work with Children and Youth will be required to sign an acknowledgment form such as the one attached as Appendix II certifying that they have reviewed the CYPP and understand it.
 - iii. Educational opportunities will be provided to Children, Youth, and congregation members as well.
- k. Outside group policy
 - i. Groups not associated with FPC who use the FPC facility shall confirm that they have their own Child and Youth safety policy in place, and the Volunteers and Staff working for said outside organization shall be bound by that group's policy while working for that group. This confirmation shall be received by FPC when the contract for use of FPC facilities is signed.
 - ii. Such groups will also add FPC to their liability insurance coverage as an additional insured and provide proof of same on request.
- l. Regular CYPP review. The Administration and Personnel Committee, the Christian Education Committee, and the Pastor(s) shall review the CYPP every three years or more frequently if requested.

VII. Guidelines for Staff and Volunteers.

a. Purpose of guidelines.

- i. As a Christian community of faith committed to protecting our Children and Youth while they are in our care and under our supervision, FPC requires the following conduct of our Staff and Volunteers.
- ii. While this code of conduct includes specific actions, it is also meant to represent a greater spirit of responsible care for our Children and Youth as we try to facilitate and embody healthy, safe relationships in the life of the church.
- iii. While we cannot cover every contingency in this code of conduct, we do pray that Volunteers and Staff would seek to do more than abide by the “letter of the law” but also to live by the Spirit that leads us to protect our Children and Youth in this way.

b. Guidelines

- i. Staff and Volunteers will respect Children and Youth’s rights not to be touched in ways that make them feel uncomfortable or that disregard their right to say no.
- ii. Consuming, using, possessing or being under the influence of alcohol or illegal drugs while working or Volunteering with Children or Youth is prohibited.
- iii. Possessing or using concealed weapons or firearms while working or Volunteering with Children or Youth is prohibited.
- iv. Smoking, vaping, or use of tobacco or marijuana products in the presence of Children or Youth while working or volunteering is prohibited.
- v. Staff and Volunteers should use age-appropriate language with Children and Youth, avoiding the use of profanity.
- vi. Staff and Volunteers will be mindful of the content on any portable electronic device, social networking pages or other electronic media that might be accessible to any Children and Youth during church events. They will be held responsible for the presence of such media should Children gain access to it. During events, Staff and Volunteers should limit their phone use and be present to the Children and Youth in the room.
- vii. Staff and Volunteers over 18 may not date or be romantically involved with program participants or church members who are younger than eighteen years of age. Clergy must follow the Presbytery of Detroit’s policy which prohibits relationships between clergy and congregants regardless of age. Also, Staff and Volunteers are reminded to review the policies and procedures in the Sexual Misconduct Policy (SMP).

viii. Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content. “G” rated movies for preschool and elementary age Children; “G” and “PG” rated movies for middle school students; “G”, “PG”, and PG13” rated movies for high school students. Any deviation from this will be at the discretion and approval of the pastoral or teaching staff.

VIII. Off-Site Trip and Event Policy

- a. In addition to the other provisions of the CYPP, the following practices will be followed on any off-site trip or event.
 - i. All forms required for participation at off-site venues, which include any that are required by the venue, must be completed prior to the time of departure.
 - ii. The required adult to Child/Youth ratio for adult chaperones for any event or program shall be 1:6. Gender balance is preferred.
 - iii. For off-site or overnight events, adult chaperones shall have a copy of all medical and other forms that are required by FPC and the off-site venue.
 - iv. Anyone transporting Children/Youth as part of a FPC program or activity must have a valid drivers license, a fully insured vehicle with at least the minimum insurance required by the State of Michigan, and fully operational seat belts and child safety devices as required by law. Parents and guardians are responsible for checking with Volunteers who provide transport services to ensure their family’s comfort level with the Volunteer driver. *FPC is not responsible for carpooling that happens outside of official church activities, for example private arrangements such as a parent driving another parent’s Child/Youth to or from an event.*
 - v. First aid supplies will be available at the event site. Leaders will be informed of the location of first aid supplies/equipment and shall have access to information concerning specific medical conditions and concerns of participants.
 - vi. A written report will be completed in case of any accident, medical emergency or injury. A copy of the report will be given to the parent or guardian and one copy to the Staff. See Section IV.h of the CYPP for more information.
- b. Additional policies for overnight events
 - i. For overnight trips, the adult chaperone to Child/Youth ratio of 1:4 is preferred, although 1:6 is permissible.
 - ii. For overnight events, sleeping rooms will be divided by gender. If adults are staying in the same room as non-familial Children and Youth, arrangements must comply with the two-adult rule/three-person rule (at least two adults or at least one adult and at least two Children or Youth).

APPENDICES:

- I. Definitions
- II. Acknowledgement of Receipt and Understanding / FPC Staff and Volunteer Acknowledgment Form
- III. Authorization for Background Check / AUTHORIZATION FOR A CRIMINAL RECORDS CHECK

APPENDIX I. DEFINITIONS

“Accused” is the Covered Person against whom a claim of Child Abuse is made.

“Accuser” is the Covered Person claiming knowledge of Child Abuse by a Covered Person. The Accuser may or may not be the Victim of alleged Child Abuse. A person such as a family member, friend, or colleague of the Victim may be the Accuser whose information initiates an inquiry.

The “Book of Order” is the Book of Order 2023-2025 published by the Presbyterian Church (U.S.A.) or subsequent versions published in the future.

“CYPP” means this Children and Youth Protection Policy.

“Child/Children” is a person or persons under 11 years old.

“Child Abuse” is any action (or failure to take action) which endangers or harms a child’s or Youth’s physical, psychological or emotional health and development. Child Abuse occurs in different ways and includes, but is not limited to, the following:

1. Physical Abuse is any physical act that causes or threatens to cause injury to a child or Youth which is not accidental. Physical abuse includes, but is not limited to slapping, beating, shaking, burns, and biting.
2. Sexual Conduct and Sexual Abuse, including by means of Misuse of Technology.
 - a) “Sexual Conduct” is suggestive language or behavior, including unacceptable visual contact and touching, that is injurious to the physical or emotional health of another including but not limited to activities such as fondling, exhibitionism, intercourse, incest, and pornography. In the case of Children, Youth, or developmentally or cognitively disabled persons, all sexual conduct is considered to be non-consensual and unwelcome for the purposes of this policy. Sexual Conduct includes but is not limited to sexual advances, requests for sexual favors, and other kinds of verbal or physical conduct of a sexual nature, such as obscene or suggestive language or behavior, use of church property, computers and other equipment for sexual or pornographic purposes.
 - b) “Sexual Abuse” is any Sexual Conduct between a Child/Youth and an Adult, or between a Child/Youth and another Child/Youth at least four years older than the Victim and at least twelve (12) years of age.
3. Emotional Abuse is emotional injury when the child is not nurtured or provided with love and security, such as an environment of bullying, constant criticism, belittling, negative talk, and persistent teasing.
4. Misuse of Technology is use of technology to demean, harass, or embarrass someone; to request or transmit sexual images or content; to request or transmit violent or hateful

images or content; or to otherwise use technology to harm another person. Misuse of technology includes sexually harassing or abusing another person, including texting or emailing suggestive messages and images, or requesting that another text or email suggestive messages and images. It is never appropriate to view pornography on church property or at church-sponsored events. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned/purchased by a church or church entity or within the context of ministry.

5. Neglect is depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

“Church” or “FPC” refers to the First Presbyterian Church of Saline, Michigan.

“Church Officer” means anyone identified as such in the church’s official filing with the State of Michigan.

“Covered Persons” means persons who are expected to understand and adhere to the SMP, specifically:

- a. All persons employed by or seeking employment with FPC.
- b. All Volunteers of FPC.
- c. Pastors / Teaching Elders
- d. Ruling Elders.
- e. Deacons.
- f. Church Officers.
- g. Other representatives of FPC.
- h. Members and regular attendees.
- i. Non-members and guests participating in FPC-related activities.

“Deacon” is defined in the Book of Order.

“Mandated Reporter” is any professional who is required by The Michigan Child Protection Law to report their suspicions of child abuse or neglect to Children’ Protective Services (CPS) at the Department of Human Services (DHS, phone number 855-444-3911). Mandated Reporters are required by law to make an immediate verbal report to CPS (Child Protective Services) and a written report within 72 hours when they suspect child abuse or neglect. The identity of the reporter is kept confidential.

“Non-Victim Accuser” is the person, such as a parent, guardian or other advocate for the person who has been the alleged Victim of Child Abuse and may be the Accuser whose information initiates an inquiry.

“Pastor” is defined in the Book of Order.

“Rules of Discipline” are the Rules of Discipline promulgated and amended from time to time by the Presbyterian Church (U.S.A.) and set forth in the Book of Order, D-1.0000 *et seq.*

“Ruling Elder” is defined in the Book of Order.

“Secular/Civil Authorities” are the governmental bodies, whether city, county, state or federal, who are given the responsibility to investigate, criminally prosecute, and/or bring Secular/Civil charges against individuals accused of crimes or offenses.

“Secular/Civil Law” is the body of municipal, state and federal laws and is often referred to collectively as Secular/Civil and criminal. Prohibited behavior addressed by this policy may result in criminal charges and/or Secular/Civil lawsuits filed under Secular/Civil Law.

“Sexual Misconduct Policy (SMP)” is FPC’s policy guiding its response to allegations of Sexual Misconduct as defined in that policy.

“Staff” is any person who works for salary or wages at FPC.

“Teacher” means anyone who is leading educational sessions, whether formal or informal, and includes program Volunteers. Teachers are often referred to as Christian educators and terms are used interchangeably.

“Teaching Elder” is defined in the Book of Order.

“Victim” is the term used to identify the person alleged to have been injured by Child Abuse.

“Volunteer” is the term used for those who provide services for FPC and receive no benefits or remuneration. Volunteers include persons elected or appointed to serve on boards, committees and other groups. For purposes of this policy, Volunteers are treated the same as employees. The term “Volunteer” shall include but not be limited to all teachers, drivers, chaperones, childcare providers, advisors, and leaders who work with Children and/or Youth.

“Youth” is a person from 11 years old to under eighteen years of age and considered a minor under the law and persons 18 years of age or older who are still in high school.

APPENDIX II. Acknowledgement of Receipt and Understanding

The form on the following page may be used by FPC Staff and Volunteers to satisfy Section VI.j.ii, which requires them to review and acknowledge their understanding of the CYPP on an at least annual basis.

FPC Staff and Volunteer Acknowledgment Form

I acknowledge that I have received, read and understand the FPC Child and Youth Protection Policy. I understand that as a member of the Staff or Volunteer working with Children and/or Youth at FPC, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Policy or failure to take action mandated by this Policy may result in my removal as a Volunteer with Children and/or Youth or termination of my employment.

Signature

Date

I acknowledge that I have reviewed the FPC Child and Youth Protection Policy and agree that I continue to be bound by its provisions.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

APPENDIX III. Authorization for Background Check

The form on the following page may be used by FPC Staff and Volunteers to satisfy Section IV.b.ii, which requires them to submit to a background check as specified in the CYPP.

FIRST PRESBYTERIAN CHURCH

143 E. Michigan Avenue

Saline, Michigan 48103

AUTHORIZATION FOR A CRIMINAL RECORDS CHECK

I, the undersigned, authorize the Department of State Police, Central Records Division, or any other Agency of the State of Michigan, or any other state or of the federal government or any contractor or agent thereof, to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in conviction and to furnish a response to First Presbyterian Church and its authorized representative.

NAME (please print):

First _____ Middle initial _____ Last _____

OTHER NAMES PREVIOUSLY USED: _____

DATE OF BIRTH (must include year): _____

RACE: _____

(required by the State of Michigan; choose White; Black; Asian or Pacific Islander; American Indian or Alaska Native; Unknown/Other)

SEX: Male _____ Female _____

CITY, ZIP CODE AND COUNTY OF RESIDENCE: _____

Please be sure that you have supplied all the information requested above. Thank you for your cooperation.

SIGNED: _____

DATE: _____

A parental signature is required if the Volunteer (paid or unpaid) is under the age of 18.

SIGNED: _____

Signature of Parent

DATE: _____