

**Calvary Bible Church**  
**CHILDREN, YOUTH, and WORKER'S PROTECTION PROGRAM**

***Who is required to participate in the Children, Youth, and Worker's Protection program (CYWP)?***

All who serve as volunteer workers or paid staff in any of the Calvary Bible Church programs for children or youth must complete the CYWP program.

***Why do we need the Children, Youth, and Worker's Protection Program?***

There are several reasons:

- To protect children and youth who participate in our programs from physical or sexual abuse.
- To assure parents of the quality of care and the safety of their children and youth when they are involved in CBC programs.
- To protect our volunteer staff from wrongful accusations.
- To discourage predators from seeking access to children or youth through CBC programs.
- To protect the church against frivolous lawsuits and an unwarranted negative reputation.
- To safeguard the reputation of our Savior and the cause of Christ.

***What does our CYWP program consist of?***

There are three essential components:

1. A general training or orientation session in which the expectations for children's and youth volunteers and CYWP program are thoroughly explained.
2. An application process to be completed by prospective volunteers, which includes personal references.
3. State mandated clearances including child abuse (DHS), State Police criminal record (PSP), and FBI database.

***Who should I contact for further information or to sign-up for the CYWP program?***

Pastor Howard Houtz, Senior Pastor	(248-5409)
Cindy Ray, Director of Children's Ministry	(899-7491)
Pastor David Henderson, Worship/Youth	(248-5409)
Deb Yetter, Administrative Assistant	(250-0066)

**Calvary Bible Church  
CYWP APPLICATION CHECKLIST**

**NAME (Please print)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**1. \_\_\_\_\_ CYWP APPLICATION**

\_\_\_\_\_ All questions answered

\_\_\_\_\_ Review/Sign

**2. \_\_\_\_\_ REFERENCES:**

\_\_\_\_\_ Reference #1

\_\_\_\_\_ Reference #2

**3. \_\_\_\_\_ CLEARANCES:**

\_\_\_\_\_ DHS Child Abuse Clearance

\_\_\_\_\_ Pennsylvania State Police Report of Criminal History

\_\_\_\_\_ FBI Criminal Background Check (Required only for those who have NOT lived in PA for the last 10 consecutive years) OR

\_\_\_\_\_ FBI Affidavit (Those who *have* lived in PA for 10 consecutive years)

**4. \_\_\_\_\_ ACKNOWLEDGEMENT FORMS:**

\_\_\_\_\_ Mandated Reporting Acknowledgement Form: Review Policy/Sign form

\_\_\_\_\_ CYWP Policy Acknowledgement Form: Review Policy/Sign form

**5. \_\_\_\_\_ DOCTRINAL AGREEMENT: Review/sign**

**COMMENTS:**

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

**DO NOT WRITE BELOW THIS LINE**

\_\_\_\_\_  
CYWP Administrator Review

\_\_\_\_\_  
CYWP Pastor

**Calvary Bible Church**

**Children's, Youth, and Worker's Protection Program  
VOLUNTEER APPLICATION – Rev 05/21/2015**

**CONFIDENTIAL**

The Children, Youth, and Workers Protection program (CYWP) has been established to ensure that our church provides a safe and secure environment for children, youth, and volunteers who participate in church programs and activities. This application is required of all who serve in any capacity with children or youth.

Thank you for your interest in children's and/or youth ministry. Please complete this application after thoughtful, prayerful consideration. Your completed application will be reviewed by the CYWP Administrator and a member of the pastoral or ministry staff. We will take reasonable measures to ensure that all documents associated with the screening process are protected from unauthorized access.

**Section 1: Personal**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Family Status: Single / Married / Divorced / Widowed / Separated      Gender: Male / Female

Name of Spouse (if married): \_\_\_\_\_

Names and Ages of Children: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

**Section 2: Church Affiliation History**

How long have you attended Calvary Bible Church? \_\_\_\_\_

Are you a member of Calvary Bible Church? Yes / No      If yes, when did you join CBC? \_\_\_\_\_

If no, is there a reason for not joining CBC? Please explain \_\_\_\_\_

List (name & address) other churches you have regularly attended during the past ten years:

\_\_\_\_\_ Member? Yes / No

\_\_\_\_\_ Member? Yes / No

\_\_\_\_\_ Member? Yes / No

**Section 3: Experience**

List any previous *church* work involving children/youth:

Position/Role \_\_\_\_\_ Church \_\_\_\_\_

Position/Role \_\_\_\_\_ Church \_\_\_\_\_

Position/Role \_\_\_\_\_ Church \_\_\_\_\_

Position/Role \_\_\_\_\_ Church \_\_\_\_\_

List any previous *non-church* work involving children/youth:

Position/Role \_\_\_\_\_ Dates \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Position/Role \_\_\_\_\_ Dates \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Position/Role \_\_\_\_\_ Dates \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Position/Role \_\_\_\_\_ Dates \_\_\_\_\_

Employer/Organization \_\_\_\_\_

**Section 4: Background Questions**

It is the desire of Calvary Bible Church to ensure that our church provides a safe and secure environment for children, youth, and volunteers who participate in church programs. We realize that these questions deal with sensitive issues but appreciate your willingness to help us perform our “due diligence”.

1. Have you ever been convicted of, or plead guilty to a crime?

- Yes (If yes, please explain. Use a separate sheet of paper if necessary.)
- No

2. Have you ever been accused or convicted of physical abuse, sexual abuse, neglect, molestation or exploitation of a minor?

- Yes (If yes, please explain. Use a separate sheet of paper if necessary.)
- No

3. Have you ever been convicted of, or plead guilty to the possession/sale of controlled substances or of driving under the influence of drugs &/or alcohol?

- Yes (If yes, please explain. Use a separate sheet of paper if necessary.)
- No

4. Do you know of any reason that someone might question your suitability for serving with children or youth?

- Yes (If yes, please explain. Use a separate sheet of paper if necessary.)
- No

5. We believe our volunteers need to demonstrate Christian character and biblically defined moral values. The use of illegal drugs, excessive use of alcoholic beverages, viewing pornographic materials, criminal behavior, and sexual involvement/residence outside of a biblical marriage relationship would be inconsistent with God’s standards of character and morality. Is your life free from these and other behavioral patterns that would be a poor example to our children?

- Yes
- No
- I would like to talk with someone about these expectations

6. If you were a victim of abuse or molestation while a minor, you may discuss this in confidence with Pastor Houtz rather than answering “yes” on this form. Answering “yes,” or leaving the question unanswered, will not automatically disqualify an applicant from children’s and/or youth ministry.

- Victim of abuse or molestation while a minor?
- Yes
  - No

**Personal References:** Personal references should be people who know you well and/or have had the opportunity to observe your interaction with children or youth. Do not include anyone who is related to you. Please complete the top section and then give the attached Personal Reference Forms to those references you have listed. Ask them to complete them, seal them, and return them to you in the envelopes provided or return them to the church office to “Attention: CYWP”, c/o Calvary Bible Church, 100 Calvary lane, Lewistown, PA 17044

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_

**Section 5: Applicant’s Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work.

In consideration of the receipt and evaluation of this application by Calvary Bible Church, I hereby release any individual, church, youth organizations, charity, employer, reference, or any other person or organization, from any and all liability for damages of whatever kind of nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply, with this authorization.

I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I authorize and understand that a criminal background check and child abuse history clearances are required. Should my application be accepted, I agree to be bound by the policies of Calvary Bible Church, and to refrain from any unscriptural conduct in the performance of my services on behalf of the church.

I agree to inform a pastor of Calvary Bible Church within 48 hours if I am ever accused or found guilty of any form of child abuse.

I further state that I have carefully read the foregoing release and understand the contents and I sign this release as my own free act.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

CYWP Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VOLUNTEER AFFIDAVIT**

Calvary Bible Church, 100 Calvary Lane, Lewistown, PA 17044 717-248-5409

(This affidavit submitted in lieu of fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. S6344.2(b.1))

Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Volunteer Position(s) Applied For: \_\_\_\_\_

I, \_\_\_\_\_ (Name) hereby attest that all information provided below is correct and current.  
I Understand that any false statements can and will be punishable by law.

1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from \_\_\_\_\_ [date ten years prior to current date], to the current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this commonwealth.
  - Chapter 25 (relating to criminal homicide).
  - Section 2702 (relating to aggravated assault).
  - Section 2709.1 (relating to stalking).
  - Section 2901 (relating to kidnapping).
  - Section 2902 (relating to unlawful restraint).
  - Section 3121 (relating to rape).
  - Section 3122.1 (relating to statutory sexual assault).
  - Section 3123 (relating to involuntary deviate sexual intercourse).
  - Section 3124.1 (relating to sexual assault).
  - Section 3125 (relating to aggravated indecent assault).
  - Section 3126 (relating to indecent assault).
  - Section 3127 (relating to indecent exposure).
  - Section 4302 (relating to incest).
  - Section 4303 (relating to concealing death of child).
  - Section 4304 (relating to endangering welfare of children).
  - Section 4305 (relating to dealing in infant children).
  - A felony offense under section 5902(b) (relating to prostitution and related offenses).
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
  - Section 6301 (relating to corruption of minors).
  - Section 6312 (relating to sexual abuse of children).
  - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
  - A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements within the Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. S 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Attest/Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: IF YOU ARE A MEMBER OF CALVARY BIBLE CHURCH,  
YOU MAY DISREGARD THIS SECTION**

**Doctrinal Agreement**

The programs and ministries of Calvary Bible Church are offered for the purpose of leading people to a personal relationship with Jesus Christ and to advance the teachings of God's Word. Those serving in CBC ministries and programs are expected to support the doctrinal positions of the church. Please indicate your level of agreement with each of the following statements:

1. We believe the entire Bible (Old and New Testaments) to be verbally inspired by God through the holy men of old, that it is without error in its original writings, and that it is of supreme and final authority in faith and life.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
2. We believe in one God, eternally existing in three persons, the Father, the Son, and the Holy Spirit.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
3. We believe in the Virgin Birth of Jesus Christ, God's Son.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
4. We believe that man was created in the image of God, that he fell from that estate, and that all men are born into the world with the taint of the Adamic sin upon them.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
5. We believe that the Lord Jesus Christ died for our sins, the just for the unjust, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His blood.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
6. We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His high-priestly work now at the right hand of God the Father.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
7. We believe in the doctrine of the "new birth"; that all who receive the Lord Jesus Christ into the heart are born again by the Holy Spirit, are children of God, and are sealed by the same Holy Spirit unto the day of redemption. Salvation is by grace, through faith, and not of works; it is the gift of God.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
8. We believe the Church of Jesus Christ was begun at Pentecost and is made up of all those who have trusted in Jesus Christ as Savior who is the cornerstone of the Church.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_
  
9. We believe in the ordinances of believer's baptism by immersion and the Lord's table (communion) which are clearly set forth and taught in the New Testament and exhort believers to practice them.  
Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_

10. We believe in the personal and imminent coming of our Lord for His saints; the personal, visible, and glorious return of Christ to the earth with His saints; and the subsequent millennial reign upon the earth as taught by the Word of God.

Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_

11. We believe in the personality of Satan as a fallen angel; that he is the god of this age, the eternal adversary of Christ, the church, and the saints of God.

Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_

12. We believe in the actuality of sin; that ALL have sinned and come short of the glory of God and that the only way back to God is through His Son, Christ Jesus.

Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_

13. We believe in Heaven as a final dwelling place for the saved and in hell (lake of fire) as a final place for the lost.

Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_

14. We believe that special gifts of healing powers and tongue were given to members of the early church for a limited time as signs and that personal healing powers and tongues ended with the completion of the Canon of Scripture.

Agree\_\_\_\_ Disagree\_\_\_\_ Not Sure\_\_\_\_

As a volunteer in the programs and ministries of Calvary Bible Church, I will support the doctrinal positions of Calvary Bible Church as stated above (1-14).

Signed\_\_\_\_\_



**Calvary Bible Church  
Children's and Youth Ministries Volunteer  
REFERENCE FORM - Rev 8/11/2014**

**APPLICANT:** Please complete the section below requesting a personal reference from someone not related to you who has observed your interaction with children. They will complete the form and return it to you in the attached envelope. **DO NOT OPEN** the reference envelope but submit your unopened reference envelopes with your application. If the envelope is opened the reference will be discarded. The information on the form is confidential and will not be available for your review.

I, (Name of Applicant) \_\_\_\_\_, have applied to be involved in children's or youth ministry at Calvary Bible Church and I have given your name as a personal reference.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**NAME OF REFERENCE:** (Please print) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**REFERENCE:** In order to create the safest possible environment for children entrusted to our care, all children's and youth volunteers are required to submit to a screening process that includes personal references. Your honest and candid appraisal of the Applicant's character and suitability for ministry with children and youth will be appreciated. Please complete the form below, seal it, and return it to the Applicant in the envelope provided. If you would prefer you may return it directly to the church and inform the Applicant that it has been submitted. Your response will be held in confidence.

Thank you.

1. **How long have you known the Applicant?** \_\_\_\_\_
2. **What has been the nature of your association with the Applicant?** \_\_\_\_\_  
\_\_\_\_\_
3. **How would you rate his/her relationships with peers?** Please circle your choice:  
Outstanding ..... Very Good ..... Average..... Questionable.....Poor Don't Know
4. **How would you rate his/her emotional maturity?**  
Outstanding ..... Very Good ..... Average..... Questionable.....Poor Don't Know
5. **How would you rate his/her ability to relate to children?**  
Outstanding ..... Very Good ..... Average..... Questionable.....Poor Don't Know
6. **How would you rate his/her child care skills?**  
Outstanding ..... Very Good ..... Average..... Questionable.....Poor Don't Know
7. **In your opinion, is this person trustworthy and consistent with his/her commitments?**  
Outstanding ..... Very Good ..... Average..... Questionable.....Poor Don't Know
8. **Are you aware of any reason that someone might question the suitability of the Applicant to work with children? Yes/No** If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
9. **Would you entrust the care of your child (if you had one) to the Applicant without any concern, reservations, or questions? Yes/No** If no, please explain: \_\_\_\_\_  
\_\_\_\_\_
10. **Please use the back of this sheet for additional comments** \_\_\_\_\_

**Reference Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_