

**Children and Youth Protection Policy and Procedures**  
**Bethel Mennonite Church**  
**Summary**

1. **Screening Process:** Screening is to be used with all applicants and church employees, full-time, part-time, compensated or volunteer, according to the guidelines set forth below, prior to working with children or youth.
  - A. Screening Form
    - i) Completed prior to any initial children or youth assignment.
    - ii) Only need to have one screening form on record with the church.
  - B. Interview with department leader or designee
2. **Guidelines for Church Workers and Facilities**
  - A. The “Two Person” Rule
  - B. Obtain Parent Permission
  - C. Classroom doors must have windows, or be left open.
  - D. Provide adequate personnel to safely supervise activities.
  - E. Use a church nursery identification procedure.
  - F. No corporal punishment or other forms of discipline which are physically or emotionally abusive.
  - G. Annual training of employees and volunteers pertaining to safety issues.
3. **Reporting Procedures for Church Workers**
  - A. All employees and volunteers share responsibility to report suspicious behavior to the department leader or pastor.
  - B. As a mandated reporter, the Pastor will report any suspicion of child abuse to the Children’s Services agency. The Administrative Council is notified of any Children’s Services report.
  - C. Resource persons shall be made available to the pastor for support and counsel.
  - D. Incidents must be documented.
4. **Guidelines for Ministry after an Investigation**
  - A. Guidelines for situations of poor judgment, unsubstantiated allegations, and situations where abuse is identified.
  - B. Guiding principles will be safety, repentance and reconciliation, when possible.