

## **MARYE 2010 Staff/Adult Advisor Application Instructions**

Every adult attending Mid-Atlantic Regional Youth Event 2010 who will be traveling and housed with youth is expected to register. We are also asking youth who volunteer as guides, youth chaplains, interpreters, etc. to fill out the form. After a form is completed by the Applicant, it must be signed on the fourth page of the application (page 15).

**EACH ADULT APPLICANT MUST ALSO RECEIVE AND BE FAMILIAR WITH THE STATEMENT OF POLICY FOR PROTECTING YOUTH** (pages 16-17 of registration packet). Fill in the name of your church or group name before giving to Adult Advisors. Group Coordinators are responsible for assuring that each adult in their delegation has completed this form, that all necessary signatures are present, and that it is returned along with the individual's registration form.

This form **MUST** be completed and returned to the Groups Coordinator before being submitted along with the adult's registration form.

Please understand that we only ask for this information to protect our youth attending this and any church-sponsored event. The questions are not designed to embarrass anyone. If you have any issues with this form, please contact your Group Coordinator.

This information will not be shared with anyone other than your Group Coordinator, the Registrar, and other adults on the MARYE 2010 Leadership Committee as deemed necessary. Again, we only ask for this information as protection for our youth attending this event.

**MID-ATLANTIC REGIONAL YOUTH EVENT 2010**  
**Volunteer Staff/Advisor Application**

Name of Church/Group: \_\_\_\_\_

Name of Group Coordinator: \_\_\_\_\_

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

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Phone Information: \_\_\_\_\_

E-Mail: \_\_\_\_\_

My experience in the past 5 years (paid or volunteer) related to the ministry position I am seeking to fill includes (Please attach additional pages if necessary):

1) Local Church/Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Phone Information: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2) Local Church/Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Phone Information: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Church where I am current a member (or friend): \_\_\_\_\_

I have been a member/friend since: \_\_\_\_\_

I have never been found guilty, or pleaded guilty or no contest to a criminal charge:

True

False

If false, please give a short explanation of the charge. Please indicate the date, nature and place of the incident leading to the charge, where the charge was filed and the precise disposition of the charge.

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No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, settled out of court, or been dismissed because the statute of limitations has expired.

True

False

If false, please give a short explanation of the lawsuit. Please indicate the date, nature and place of the incident leading to the lawsuit, where the lawsuit was filed and the precise disposition of the lawsuit.

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I have never terminated my employment, professional credentials or service in a volunteer position, nor had my employment, professional credentials or authorization to hold a volunteer position terminated, for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

True

False

If false, please give a short explanation. Please indicate the date of termination, name address and telephone number of employer or volunteer supervisor, nature of the incident(s) leading to your termination.

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Do you have a valid driver's license?

Yes

No

If yes, from which state? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True

False

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

yes

No

If yes, please provide a brief explanation:

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Covenants between persons seeking employment or authorized volunteer positions in the church require honesty, integrity and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty to reasonably amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or volunteers and the church/organization they seek to serve. To that end, I authorize the Mid-Atlantic Regional Youth Event (MARYE) and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments and statements made in good faith and without malice.

The MARYE's hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure and supervise the position I am seeking to fill. To that end, I authorize the MARYE and its agents to circulate distribute and otherwise share information gathered in connection with this application as necessary. I understand that the MARYE will share with me the information that has been gathered about me if I request it to do so.

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*Applicant's Signature*

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*Date*

**TO THE GROUP COORDINATOR**

**Your signature below shows that you have reviewed and processed this form for accuracy and completeness, to the best of your knowledge, and that you have no reason to doubt this person's appropriateness to serve as an advisor to youth attending the Mid-Atlantic Regional Youth Event 2010.**

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*Signatures*

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*Date*

*Group Coordinator, Conference Staff, Church Staff or Applicant's pastor*

UNITED CHURCH OF CHRIST  
MID-ATLANTIC REGIONAL YOUTH EVENT 2010  
**Statement of Policy for Protecting Youth**

*Prohibition of Sexual Exploitation and Harassment*

The United Church of Christ (UCC) and the Mid-Atlantic Regional Youth Event (MARYE) is committed to creating and maintaining a worship and work community in which members, friends, staff and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation or intimidation. Specifically, all persons associated with the UCC and the MARYE should be aware that the church is strongly opposed to sexual exploitation and harassment, and that such behavior is prohibited by church policy. It is the intention and the responsibility of the church to take whatever action may be needed to prevent and correct behavior which is contrary to this policy, and if necessary, discipline those persons who violate this policy.

*Care-Givers Conduct Policy*

Ministers, adult advisors, and other employees or volunteers engaged in the ministries of the church are responsible for knowing the possible impact of their words and actions in caring for the emotional, mental and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of a participant or other individual, with whom a minister, advisor, employee or volunteer engaged in the ministries of the church has a care-giving relationship, is unethical and unprofessional behavior and will not be tolerated during this event.

Because ministers, adult advisors and other church employees or volunteers engaged in the ministries of the church often deal with individual who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that the care-givers be healthy psychologically, emotionally and spiritually, and that the care-givers have adequate preparation and education for helping those individuals under their care. It is the policy of the UCC and the MARYE to encourage its ministers, staff and volunteers to nurture safety within care-giving relationships by being attentive to self-care, education and the importance of referring those in need. It is also expected that ministers, adult advisors and other employees or volunteers engaged in providing ministry will complete and submit the disclosure document as included in the registration packet.

*Youth Protection Policy*

The UCC and the MARYE are committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to ensure this, we expect that all people applying to be volunteers who work with minors will have been members for at least six months or friends for at least one year of the UCC. It is the policy of the UCC to provide adequate supervision for all youth activities. We also expect **ALL** ministers, advisors, employees or volunteers who work with minors to complete and submit the disclosure document.

**Definitions**

Sexual exploitation is sexual activity or contact (not limited to intercourse) in which a minister, advisor, or other church employee or volunteer engaged in the work of the church takes advantage of the vulnerability of a participant or allowing the participant to engage in any sexual behavior with the church worker/volunteer.

Sexual harassment includes repeated or coercive sexual advances toward another person contrary to his or her wishes. It also includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment or participation in this or any other church activity or;
- submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual or;
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance of participation in church activities, or creating an intimidating, hostile or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. This includes:

- written contact, such as sexually suggestive or obscene letters, notes, invitations;
- verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse, and;
- visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence or affect the career, salary, work, learning or worship environment of another. It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership or their comfortable participation in the life of the church. For example, it is forbidden to either imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report will be given because a person has declined a personal proposition. Also, offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in exchange for sexual favors is forbidden.