

Guidelines for Volunteer Ministry workers at CFL:

Thank you for faithfully serving the Lord at Calvary Fellowship Lansdale (CFL). As of January 1, 2015, Pennsylvania significantly broadened the scope of several provisions of its child abuse statutes in ways that will somewhat impact the church staff and volunteers who have contact with children. And as of August 25, 2015, there have been some additional changes to the laws concerning Child-line Clearance forms.

Effective August 25, 2015 volunteer background certification renewals have been increased from 3 to 5 years and the state of PA has waived the fee when applying for the Background Child Clearances. Below is a description of what we need to do in order to comply with the state of PA.

FORMS will be available at the INFO Table at CFL.

1. Mandatory Reporting of Child Abuse & Mandatory Training Requirements

The first important change relevant to churches is the addition of pastors, staff, and volunteers who regularly work with children to those who must report suspected child abuse. Therefore, it is **necessary that all pastors, staff, and volunteers who regularly work with children complete a free online "Mandatory Reporter Training" by December 30, 2015.** The training takes about three hours but you needn't take it in three consecutive hours. Please access the training module at the *University of Pittsburgh School of Social Work* link below. Simply create a username and password then begin the training. When you finish the training, please print your Certificate of Completion and submit a copy of the certificate to Betty McRoberts.

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2_1

2. Background Checks and Clearances

The statute also broadened mandatory background check and clearance requirements previously applicable only to employees now applicable to adult volunteers.

Volunteer Adult (anyone 18 years or older) who are responsible for the welfare of a child or who have "direct contact" with children, defined as "the care, supervision, guidance or control of children or routine interaction with children" are required to submit:

1. PA State Police Criminal History Record Information
2. PA child Abuse History Clearance
3. Affidavit of Volunteer

- *This affidavit is in lieu of the Federal Criminal History Background Check.
- If you cannot sign the affidavit because the criteria do not apply to you for some reason, you WILL need to complete the Federal Criminal History Background Check. Go to www.pa.cogentid.com to register. Click the PA Department of Human Services icon then follow the instructions. You will need to pay (\$25.75) using a credit card then submit an expense reimbursement form to Calvary Fellowship Finances. These forms are available on the information table at CFL.

Summary

1. **By December 30, 2015 – ON-LINE Training**

- Complete PA Online "Mandatory Reporter Training", submit Certification
https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2_1

2. **By December 30, 2015 – FORMS are Available at CFL Information Table**

- Affidavit of Volunteer - Read, sign and submit
- PA Child Abuse History Certification Form - Fill out, sign and submit
- CFL Form for Permission to Obtain Background Check - Fill out, sign and submit

Thank you for your cooperation in this matter. We realize that this is a bit of an inconvenience, but we must comply with the law. We thank you and the children thank you too!

If you have questions about the forms please, contact - Betty McRoberts 267-718-8461.
Please submit your forms to Betty or Doug McRoberts or Jill Bonner.

Blessings, Chris Bonner
Pastor, CFL