

DECEMBER 2018 New York Royal Rangers staff APPROVAL PROCESS INSTRUCTIONS

DEAR Outpost Coordinators and Leaders;

Greetings in Jesus Name,

As of last February I sent out a report to each chartered outpost of the staff records on file to date for your outpost.

As everyone should know, the screening process is of utmost importance in these troubling times. We need to keep our churches and our children safe. **Therefore,** it is imperative that every church institute the screening process at the local level.

The process begins with: every leader filling out and submitting a fully and properly executed:

1. **Staff Application.** The application will list, on the reverse side 2 references;
 - a. **Church Reference** to be filled out by a pastor or board member, whoever knows the applicant best),
 - b. **Non-Church Reference** filled out by someone, other than a relative, who knows the individual well. File application & references with the church screener.
2. The reference forms must have
 - a. the applicants name printed on the front and be signed and dated by the applicant.
 - b. Give the form to the reference assigned, in an addressed envelope, when they complete the form, they need to seal it in the envelope and return it to the church screener (Individual designated by the pastor and/or board as the responsible person for screening applicants).
3. After the church screener receives all three forms:
 - a. **Review them** for completeness and approval.
 - b. **Perform a background check** for the applicant. Note background check on the reverse of the application. File copies of the forms in a secure location in the church. **Send the originals forms to the District for filing.**
4. After an applicant has properly filed all 3 forms with the District they will file a "**Reauthorization Form**" each successive year to remain in good standing with the District.

This process is required before any leader "is allowed" to attend any District function involving minors. (District functions include all Sectional and Divisional functions).

All the forms are accessible on the New York Ministry Network Royal Rangers web site; <http://nyroyalrangers.org/content/forms> . The forms are fillable and savable. We prefer that all information "be filled out digitally" to improve legibility. **These are 'digital forms' but may not be digitally signed at this time. All forms must be hand signed until digital signature policies are in place at the District office.**

Please remember that these forms are confidential as they contain sensitive information and must be properly filed and secured.

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TRAINING

Along with proper screening, training is just as important. Each leader, at a minimum, should receive the ready status and the safety status. Qualifications for these can be found at:

<https://royalrangers.com/training>

Some "online" training is available for a very nominal fee.

PREVENTATIVE POLICIES

1. Review AG booklet on Preventing child & substance abuse; a parent's guide pg. This handbook is available online. It should be reviewed on a regular basis so the material is kept fresh in everyone's mind.
2. <https://royalrangers.com/policies> ; The National Royal Rangers web site has all the information regarding policies and guidelines for churches to 'employ' children's workers.
3. <http://www.reducingtherisk.com> ; this is available to guide church personnel through the proper processes of 'Reducing the Risk'.

Thank you for your cooperation in these important matters,

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