Florida Department of Children & Families

AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida County of _____

Before me this day personally appeared _____ who, being duly sworn, deposes and says:

I am an applicant for employment as a caretaker (or similar position requiring level 2 screening under Chapter 435, Florida Statutes), or I am currently employed as a caretaker with:

_____

By signing this form, I am swearing or affirming that I have not been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication, to any of the following charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction. I also attest that I do not have a delinquency record that is similar to any of these offenses.

I understand I must acknowledge the existence of any criminal records relating to the following list regardless of whether or not those records have been sealed or expunged. I understand that I am also obligated to notify my employer of any possible disqualifying offenses that may occur while employed in a position subject to background screening under Chapter 435, Florida Statutes.

		Relating to:
Sections:	393.135	relating to sexual misconduct with certain developmentally disabled clients
	394.4593	relating to sexual misconduct with certain mental Health patients
	415.111	adult abuse, neglect, or exploitation of aged persons or disabled adults
	741.30	domestic violence and injunction for protection (defined in 741.28) means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, etc. of a family or household member
	782.04	murder
	782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
	782.071	vehicular homicide
	782.09	killing an unborn child by injury to the mother
	784.011	assault, if the victim of offense was a minor
	784.021	aggravated assault
	784.03	battery, if the victim of offense was a minor
	784.045	aggravated battery
	784.075	battery on a detention or commitment facility staff
	787.01	kidnapping
	787.02	false imprisonment
	787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
	787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
	790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
	790.115(2)(b)	possessing an electric weapon or device, destructive device, or other weapon on school property
	794.011	sexual battery
	794.041	prohibited acts of persons in familial or custodial authority (former)
Chapter:	796	prostitution
Section:	798.02	lewd and lascivious behavior
Chapter:	800	lewdness and indecent exposure
Section:	806.01	arson
Chapter:	812	felony theft and/or robbery and related crimes, if a felony
Sections:	817.563	fraudulent sale of controlled substances, if the offense was a felony
	825.102	abuse, aggravated abuse, or neglect of disabled adults or elderly persons
	825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
	825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
	826.04	incest
	827.03	child abuse, aggravated child abuse, or neglect of a child

CONTINUED ON NEXT PAGE

	827.04	contributing to the delinquency or dependency of a child
	827.05	negligent treatment of children
	827.071	sexual performance by a child
	843.01	resisting arrest with violence
	843.025	depriving an officer means of protection or communication
	843.12	aiding in an escape
	843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter:	847	obscene literature
Section:	874.05(1)	encouraging or recruiting another to join a criminal gang
Chapter:	893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Sections:	916.0175	relating to sexual misconduct with certain forensic clients
	944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
	944.46	harboring, concealing, or aiding an escaped prisoner
	944.47	introduction of contraband into a correctional facility
	985.4045	sexual misconduct in juvenile justice programs
	985.4046	contraband introduced into detention facilities

ONE OF THE FOLLOWING STATEMENTS MUST BE MADE:

Under the penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding $1,000 pursuant to ss.837.012, or 775.082, or 775.083, Florida Statutes, I attest that I have read the foregoing, and I am eligible to meet the standards of good character for this caretaker position.

_____
Signature of Affiant

OR

To the best of my knowledge and belief, my record may contain one or more of the foregoing disqualifying acts or offenses.

_____
Signature of Affiant

OR

for teachers and non-instructional personnel in lieu of fingerprint submission:

I swear or affirm that I have been fingerprinted under Chapter 1012, Florida Statues, when employed as a teacher or non-instructional employee and have not been unemployed from the school board for more than 90 days. I swear the findings of that background check did not include any of the above offenses and that I meet the standards of good character for this caretaker position.

_____
Signature of Affiant

OR

To the best of my knowledge and belief, my record may contain one or more of the foregoing disqualifying acts or offenses.

_____
Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, _____

_____ My commission expires

_____ NOTARY PUBLIC, STATE OF FLORIDA

My signature, as a Notary Public, verifies the affiant's identification has been validated by

_____

CONFIDENTIAL

Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ Date of Birth: _____

Telephone Number: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize _____ **(Name)** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.
I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to _____**(Name)** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release _____**(Name)**, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: _____ Date: _____

STANDARDS OF CONDUCT

Field

South Orlando Baptist Church desires that all works of ministry be done in a "decent and orderly" manner which will please Christ who is the Head of South Orlando Baptist Church. In an effort to hold South Orlando Baptist Church leaders accountable to high integrity standards, we have adopted a formal statement of conduct for its leaders to follow. Following, are the standards of conduct in administering the affairs at South Orlando Baptist Church.

SEXUAL AND OTHER FORMS OF HARASSMENT

1. The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexual oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to others.

2. Sexual harassment of employees by supervisors, co-workers, or others who visit the church (i.e. vendors) is prohibited.

3. If an employee believes that he or she is being, or has been harassed in any way, or has observed harassment in any way, they must report the facts of the incident or incidents to a Pastor _immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. Every complaint will be taken seriously, investigated promptly and held highly confidential. Violation of this policy may result in disciplinary action up to, and including possible termination.

MARRIAGE

Marriage is not a human contrivance. Indeed, it is part of God's perfect design for His human creatures. We affirm that marriage was designed for humanity by our Creator, who gave us marriage for the rightful ordering of human sexuality and relationships. The Holy Scripture is clear and unambiguous about the nature

of marriage as a permanent bond of a man and a woman before God. Furthermore, it is a covenant that unites a man and a woman in a holy union. Therefore, the members of South Orlando Baptist Church hereby jointly and publicly declare our support for the institution of marriage, our opposition to the legal recognition of same-sex relationships, and our determination to uphold the integrity of marriage in all we teach, profess, and declare.

To avoid any misinterpretation of the above statement, the members of South Orlando Baptist Church declare that same-sex marriages will not be performed by any member or pastor of South Orlando Baptist Church, nor will we accept or recognize the validity of any such "marriage" performed anywhere else by any authority.

Ephesians 5:21-23
Genesis 2:24
Malachi 2:15
Romans 1

PREVENTION OF CHILDREN AND YOUTH ABUSE

Statement of Policy:

Members of South Orlando Baptist Church come from a variety of experiences, backgrounds and needs. Many of South Orlando Baptist Church ministries have young married and single adults who have children in our preschool, children and youth areas. Church leadership is committed to providing an environment which is as safe as possible for children and youth who attend the Church or any sponsored programs or activities, and to take the necessary precautions to protect Church leaders from accusations or suspicions.

Church leadership recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, abuse to a minor. The following procedures are not based on a lack of trust in a particular worker but instead are needed to protect our preschoolers, children, youth, employees, volunteers and the entire Church body.

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. And he took the children in his arms, put his hands on them and blessed them." Mark 10:14, 16

"Now it is required that those who have been given trust must prove faithful." 1 Corinthians 4:2

Procedures:

1.0 GUIDING PRINCIPLES

.01 By fostering awareness of appropriate, as well as inappropriate behaviors in the presence of minors, South Orlando Baptist Church, as part of the body of Christ, will demonstrate Christian love and respect for one another.

.02 Leadership recognizes that certain people have exceptional talents for teaching and supporting the growth and development of South Orlando Baptist Church's children and youth, and we wish to encourage them to use their spiritual gifts. At the same time however, we have set certain criteria on those adults who choose to serve in this capacity, so as to protect the well-being of our children and youth. An Affidavit of Good Moral Character must be read and signed along with a background check.

.03 Our intent is not to be judgmental, for we are all accountable to God. We rely on God's wisdom in developing, implementing and carrying out His will through these guidelines. Compassion and truth will be the guiding forces for any investigation, reporting or follow-up action that results from the procedures as outlined in this policy.

.04 Congregational support is critical for adherence to this policy. The limited nature of our resources, and our desire to devote as much as possible to the work of the Lord, dictate that this policy be fully understood by every member of our congregation and extended family. This will enable staff and leadership to do what is within their power to preserve the Church resources for the work of the Lord.

.05 In the context of these procedures, the words "worker" or "workers" can mean any of the following individuals who provide services or work support for the care and oversight of a minor in a ministry activity or event of South Orlando Baptist Church.

- Any full-time or part-time paid employee of South Orlando Baptist Church
- Any volunteer, no matter of their age, who is not compensated for their services.

2.0 PROHIBITED BEHAVIOR

.01 The following behaviors are prohibited for all workers. This list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute prohibited behavior.

- Threatening or inflicting physical injury upon a child or youth, other than by accidental means.
- Committing any sexual offense against a child or youth, or engaging in any sexual contact with a child or youth.
- Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.
- The presence or possession of obscene or pornography materials at any function of South Orlando Baptist Church.
- The presence, possession, or being under the influence of any illegal or illicit drugs or alcohol while leading or participating in a function for minors at South Orlando Baptist Church.
- Falsely accusing someone - staff, volunteer, visitor or anyone else - of any misconduct, including sexual.

NOTE: Any person who makes an accusation, which proper investigation determines is false, will be prosecuted to the full extent of the law. If the accuser is a church member, they will be subject to church discipline. A permanent entry will be made on the record of any member who falsely accuses someone of misconduct, including sexual molestation. Every effort will be made to publicly restore any person who has been falsely accused of any misconduct.

SEXUAL MISCONDUCT OF PASTORS
Statement of Policy:

South Orlando Baptist Church, in an effort to further the peace, unity and purity of the Church through the prevention and remediation of sexual misconduct within the Church, has developed this policy. In preparing the document, attention was given to setting and providing for enforcement of standards of ethical behavior consistent with Christian tradition and secular law. Pastors men who have been ordained, licensed or commissioned for the works of ministry and called by the members of South Orlando Baptist Church to serve in a pastor role. This policy document shall be helpful in assuring consistency of practice and action within the Church, provide an information base for educating both pastors and Church members.

"Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach," 1 Timothy 3:2

"No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize." 1 Corinthians 9:27

"Watch out that you do not lose what you have worked for, but that you may be rewarded fully." 2 John 8

Procedures:
1.0 DEFINING SEXUAL MISCONDUCT

.01 Sexual misconduct is the comprehensive term used in this policy to include: sexual abuse of children or adults, rape or sexual assault, and sexual harassment. Sexual misconduct is an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an abusive, exploitative and unjust manner. Categories of sexual misconduct are described below. **Any sexual act outside of marriage is defined as sexual misconduct.**

.02 Sexual abuse occurs whenever a person in a position of trust engages in a sexual act or sexual contact with another person to whom he or she owes a professional responsibility. Such abuse shall include, but not be limited to, the following:

- Sexual acts or sexual contact with a minor;
- Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person;
- Sexual acts or contact between pastors and laity with whom they have a professional relationship. This includes consensual physical relationships. Sexual relationships even when consensual are not acceptable regardless of whether ministerial care is involved. The inherent imbalance of power between the pastor and the lay person undermines the validity of such consent.
- Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act or sexual contact; and
- Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant that substantially impairs the ability of that person to apprise or control the nature of the conduct.

.03 Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Child sexual abuse between an adult and a child is always considered forced whether or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities

.04 Rape or sexual assault is a crime in every state and shall be reported to civil authorities and to the Deacons. A Crime Report (?) shall always be completed if this event occurs.

.05 Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution;

(2) submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment can consist of a single intense or severe act or multiple persistent or persuasive acts.

2.0 GUIDELINES ON SEXUAL MISCONDUCT

.01 Sexual misconduct is never permissible. It is a violation of the principles set forth in Scripture as well as of ministerial, employment, and professional relationships. Sexual misconduct by a pastor violates the ordination vows of our denomination.

.02 South Orlando Baptist Church will apply the Prevention of Children and Youth Abuse and the Sexual and Other Forms of Harassment policies, as noted above, to instances of sexual misconduct.

3.0 AVAILABILITY OF POLICY AND PROCEDURES

.01 All pastors shall be given copies of this policy. Pastors are required to sign an Acknowledgement of Receipt of Policies. This is to be done annually.

4.0 MANAGEMENT OF ALLEGATIONS

.01 Resource Documents - The responsibilities, structures and Church discipline procedures for responding to allegations of sexual misconduct of pastors are outlined in the Conflict Resolution policy as found in this ***Leadership and Management Section of the Policies and Procedures Manual***. (Refer to Rex Frieze Resource Library 2.0)

.02 Liability and Insurance - The Stewardship Committee shall periodically obtain from the Church's insurance agents, written confirmation that the Church's liability insurance policy covers sexual misconduct liability for its programs and activities.

.03 Record Keeping – The Personnel Committee will include in every employee's personnel file, including pastors, the application for employment, any employment questionnaires, reference responses, and other documents related to this policy including the signed acknowledgment receipt as noted above.

5.0 PRE-EMPLOYMENT SCREENING

.01 Pre-employment screening includes specific questions relating to possible sexual misconduct. Every pastor who is being considered for employment with South Orlando Baptist Church is required to complete a background check.

.02 The Personnel Committee is responsible for making reference checks with prior served Churches to ascertain whether those persons had any knowledge of the applicant having any history of sexual misconduct. A written record of conversations and correspondence with references will be kept in the pastor's personnel file.

.03 Applicants shall be given an opportunity to correct or respond to information regarding sexual misconduct obtained from a reference check.

6.0 RESPONSE TO ALLEGATIONS

.01 Known or suspected sexual misconduct by a pastor shall be immediately reported to the Senior Pastor and Chairman of the Deacons and to other authorities where required in Church policies.

.02 Sexual misconduct involving children shall be reported to the appropriate civil authorities.

.03 A written complaint to the Deacons alleging sexual misconduct by a pastor member of the Church subjects that pastor to immediate administrative leave with pay.

ACKNOWLEDGMENT OF RECEIPT OF HARASSMENT / SEXUAL HARASSMENT POLICY

As an employee of South Orlando Baptist Church, I, _____
(Print Name Clearly)
recognize and understand the church is committed to providing a work environment that is free from discrimination or harassment, including sexual harassment. I further understand that South Orlando Baptist Church not only supports the law on this issue, but has made an organizational commitment, through its mission statement, to respect all people, and that as a South Orlando Baptist Church employee, I am also making this a personal commitment.

I am aware that I am expected to inform others in the workplace if I find their conduct to be offensive or unwelcome. I also understand that if I am uncomfortable confronting the issue directly, that I may seek assistance and guidance from my supervisor and/or the church staff or body of Deacons, without fear of any negative consequences.

I am aware that violations of this policy may subject me to disciplinary action, up to and including, termination from employment.

I acknowledge that I have read and understand, and had explained to me as part of my new-hire orientation, the church's policy regarding harassment / sexual harassment. Additionally, I acknowledge that I have read and had explained to me the church's procedures for filing a complaint of harassment through both internal and external channels. Additionally, I have read and understand the church's policy regarding Prevention of Children and Youth Abuse.

_____ _____
Employee Signature Date

_____ _____
Employee Position Location