

# Volunteer Application Packet for Service with Minors



# ChristPoint Church

## Children and Student Ministry Volunteer Application

This application is to be completed by all those desiring a ministry position involving the supervision or custody of minors. It is used to help the church provide a safe and secure environment for the children who participate at ChristPoint Church.

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

How Long at this address? \_\_\_\_\_ If less than five years, give previous address and number of years below:

Previous address: \_\_\_\_\_ Years: \_\_\_\_\_

Male  Female Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Cell / Pager: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Best time to call: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Expires: \_\_\_\_\_

Email address: \_\_\_\_\_

Marital status: \_\_\_\_ Spouse's Name: \_\_\_\_\_ Number of Children: \_\_\_\_ Ages: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_ Number of years: \_\_\_\_\_

Employment history of last five years:

Employer's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a personal relationship with Jesus Christ? \_\_\_\_\_ Briefly describe: \_\_\_\_\_

How long have you attended ChristPoint Church? \_\_\_\_\_ Are you in a small group? \_\_\_\_\_

List any leadership/volunteer experience you have had with minors:

List any training or education that has prepared you to work with minors:

List any other ChristPoint ministries in which you are involved:

**Age/Grade preference:**

- Babies to 23 Months       2 and 3 years olds       4 and 5 year olds/ Kindergarten
- Grades 1 and 2       Grades 3 and 4       Grades 5 and 6       Students

**Hour Preference:**

- Sunday Morning Children       Midweek Children       Special Events
- Sunday Morning Students       Midweek Students       Student Small Groups

**Personal References ( Must be 18 years old and not related to you)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The questions below are part of the process to help provide a safe and secure environment for our children. All information is held strictly confidential by the Children and Student Ministry staff. It is our desire to work with you to find a ministry that is fulfilling and suited to your strengths and experiences.

Have you had any experiences that might make it difficult for you to minister to children at ChristPoint Church? \_\_\_\_\_

Have you ever been accused or convicted of the use or sale of illegal drugs? \_\_\_\_\_

Have you ever been hospitalized, treated for, or struggled with alcohol or substance abuse? \_\_\_\_\_

Have you ever been charged with a misdemeanor or felony involving children? \_\_\_\_\_

Do you have any health issues that could place the children of ChristPoint at risk? \_\_\_\_\_

Have you ever been denied legal custody of your children in any legal proceedings including divorce decrees or settlements? \_\_\_\_\_

Have you ever been the victim of physical or sexual abuse? \_\_\_\_\_

(We recognize the intensity of this extremely personal question and will hold your confidence in strictest regard as we come alongside you in ministry. Answering 'yes' does not preclude you from service.)

We conduct a police background check on all applicants. Do you have any objections? \_\_\_\_\_

If you answered yes to any of the above questions, please explain briefly:

# Permission to Obtain a Background Check

*(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)*

I, the undersigned applicant (also known as “consumer”), authorize **Christ Point Church** through its independent contractor, LexisNexis, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to **Christ Point Church**, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

## Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)

Print Name:

\_\_\_\_\_

First

Middle

Last

Other Names Used (alias, maiden, nickname): \_\_\_\_\_

Current Address:

\_\_\_\_\_

Street /P. O. Box

City

State

Zip Code

County

Dates

Former Address:

\_\_\_\_\_

Street /P. O. Box

City

State

Zip Code

County

Dates

Social Security Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Driver’s License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_

# Child Protection and Abuse Prevention Policy

Child abuse is a serious problem affecting all levels of our society. The church has an obligation to protect the spiritual, physical, and emotional well being of the children and students who are entrusted to our care; and also to provide protection for those persons who work with these groups. For that reason, our church family encourages the following policies and procedures which are intended to provide a safe environment for our families, free of physical, sexual, and emotional abuse.

All volunteers working with minors will complete an application for the position which will include the following information:

- Individual's name with their identity confirmed by driver's license or other form of I. D. with a photograph.
- Current address and telephone number.
- Any education or prior training received for such work.
- A list of churches the applicant has attended over the past five years.
- A description of all work involving children or students including work done in churches or private organizations.
- Information as to whether the applicant has ever been accused of, charged with, or convicted of actual or attempted sexual molestation of a minor. A signed statement to this effect must accompany the application.
- Information as to whether the applicant has ever been the victim of abuse or molestation.
- Names, addresses, and phone numbers of three references who are not relatives or former employers.

All volunteers who work with children or students from birth to eighteen years of age will give written permission for:

- Reference check on all prior work with children or students as well as personal references.
- Criminal background checks which will be performed by a professional agency.

All volunteer applications, interviews, referencing, and screening information will be kept in personnel files held in strict confidence by the Pastor for Youth & Children.

Adults who have been the victims of child physical or sexual abuse need and will receive love and acceptance from our church family. These adults may be allowed to work with children or students after an interview with and only at the discretion of a member of the pastoral staff.

**Adults who have been convicted of child abuse, either physical or sexual, or who have a history of inappropriate conduct with children will not be allowed to serve as a volunteer in any church sponsored program or activity involving children or students at ChristPoint Church.**

The prevention strategies will be followed by volunteers in our preschool, children and student ministries for the protection of our children and for the protection of the volunteers who serve.

The **Two-Person Rule** is always followed by volunteers who serve with preschoolers and children. The **Two-Person Rule** states that an adult is never alone in a classroom with children. If it is not possible to have two adult volunteers serving in a classroom for a period of time, then the door of the classroom should remain open.

The **Open Door Policy** is to be followed by volunteers or staff who need to counsel or work with children or students in one-on-one situations. The Open Door policy states that the door will be open at all times. A window in a closed door will also meet this requirement.

**Appendix B**  
**ChristPoint Church**  
**Child Protection Guidelines**

**Reporting Procedures**

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as ChristPoint Church, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for monetary damages. Therefore, all employees and volunteers at ChristPoint Church must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the child Protection Guidelines of ChristPoint Church, the employee or volunteer shall immediately notify the Pastor for Youth & Children, in the absence of the Pastor for Youth & Children, notify the Senior Pastor or another pastor on staff. In the event of suspected, reported or discovered child abuse or neglect, an employee or volunteer will also immediately make a report to the local child protection service or law enforcement agency (telephone number: 1-800-962-2873).

Physical signs of molestation may include:

- Lacerations and bruises
- Irritation, pain or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease

Behavioral signs of molestation may include:

- Nightmares
- Anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
- Nervous or hostile behavior toward adults
- Sexual self-consciousness or acting out of sexual behavior
- Withdrawal from church activities and friends

Verbal signs of molestation may include statements such as:

- “I don’t like \_\_\_\_\_.”
- “\_\_\_\_\_ does things to me when we’re alone.”
- “I don’t like to be alone with \_\_\_\_\_.”
- “\_\_\_\_\_ fooled around with me.”

Adapted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)

Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a recorded witness. All church employees and volunteers working with minor children will be provided training on a regular basis regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse. The format of the training will be determined by the Pastor for Youth & Children.

I have read and understand the policies and procedures for reporting suspected child abuse.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## *Applicant's Statement*

*I hereby authorize ChristPoint Church to verify all information contained in this application with any references, my past or present employers, or any other appropriate personnel at my present or past employers, churches or other organizations and any individuals to disclose any and all information to ChristPoint Church. I release all such persons or entities from liability that may result or arise from ChristPoint Church's collections of all such evaluations or information or its consideration of my application.*

### ChristPoint Leadership Covenant

Having committed to our leadership ministry and the habits essential for spiritual maturity, and having attended a Children and/or Student Ministry leadership orientation, I will commit to:

Read and practice the security measures in place at ChristPoint Church

Prepare for ministry by growing in my personal relationship with Christ

Support the leadership by praying for the Children and Student Ministry staff, leaders and the children/students in my care.

Personal growth and education by participating in Ministry Enrichments.

Should my application be accepted, I agree to follow the policies of ChristPoint Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I understand that the personal information will be held confidential by the church staff.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I give ChristPoint Church permission to run a criminal and personal background check. All personal information will be held confidential by the church staff.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_