

<i>Administrative use only</i>		
<u>Name</u>	<u>Approved Date</u>	<u>Background Check Date</u>

Application
for
Volunteers
with
Children and Youth

St. John UMC

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by St. John United Methodist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including records custodian, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information.

I (check one)

waive

do not waive

any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the bylaws and policies of St. John United Methodist Church in the performance of my services on behalf of the church.

I further state that **I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.**

Applicant's signature _____ Date _____

Witness _____ Date _____

Safe Sanctuary Policy for St. John United Methodist Church

The congregation of St. John United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

- A. We will follow reasonable safety measures in the selection and recruitment of workers.
 - 1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
 - 2. Each volunteer shall be a minimum age of 18 and out of high school. Each volunteer shall be at least 5 years older than the oldest child in that activity.
 - 3. Each volunteer must be active in our church for at least 6 months.
 - 4. St. John will conduct a background check on all paid workers.
 - 5. St. John will conduct a background check on all volunteers in a long-term assignment supervising children and youth. Last minute substitutes who meet the above requirements will not need a background check on file.

- B. We will implement prudent operational procedures in all programs and events.
 - 1. During Family Activities, parents or guardians are to supervise their own children.
 - 2. All children and youth program rooms will have a half-glass door, or the door will remain open during the activity.
 - 3. We will try to have two adults supervising children and youth during programs, including, but not exclusive to: Sunday school classes, nursery, Wednesday night programs, special programs and off-site events.
 - 4. During programs on site, when a single adult is with children or youth in designated rooms, we will try to provide a trained volunteer to float among the rooms.
 - 5. Counseling sessions, regardless of subject matter or sex of the recipient of counseling, must have an additional adult present, or the door to the room must remain open. Exceptions, if any, shall be made by the Senior Pastor on a case-by-case basis.
 - 6. It is acknowledged that group field trips or other specific events may necessitate the need for parental release forms and participation covenants. That decision will be made by the staff leader and the Senior Pastor.
 - 7. If a child needs assistance in the bathroom, the door to the bathroom shall remain open while the adult assists.

- C. We will educate all of our workers with children and youth regarding the use of appropriate policies and methods.
 - 1. Volunteers and paid workers shall attend regular training and educational events provided by the church to keep them informed of church policies and state laws regarding child abuse.
 - 2. Volunteers shall be provided with forms for discipline notes and injury reports.
 - 3. Volunteers shall be trained on the location and use of first aid kits.

- D. We will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law.
 - 1. Volunteers shall make a report within 24 hours to their supervisor and document on the provided forms any behavior that seems abusive or inappropriate.

- E. We will be prepared to respond to media inquiries if an incident occurs.
 - 1. Volunteers shall refer all media contact to church staff.
 - 2. The church staff shall be provided with the Augusta District Media Protocols.

Please answer each of the following questions:

- 1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth?
 Yes No
- 2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" so far as you are able? Yes No
- 3. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?
 Yes No
- 4. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor? Yes No
- 5. As a volunteer in this congregation, do you agree to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse? Yes No
(Answering "yes" to this question does not automatically disqualify you from volunteering with children or youth.)
- 6. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been accused of child abuse? Yes No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

Signature of Applicant

Date

Primary Screening Form for Children or Youth Work

This application is to be completed by applicants for any volunteer position involving the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Personal

Date _____

Name _____
Last First Middle

Identity must be confirmed with a state driver's license or other photographic identification.

Present address _____

City _____ State _____ Zip Code _____

Home phone _____ Email _____

Please indicate the type of youth or children's work you prefer _____

Please indicate the date you would be available to begin _____

What is the minimum length of commitment you can make? _____

Have you ever been arrested, charged with, convicted of, or pled guilty to a crime other than a traffic offense?

___ Yes (If yes, please explain; attach a separate sheet of paper if needed.)

___ No

Do you have a current driver's license?

___ Yes Please list license # _____

___ No

Church History and Prior Youth Work

Name of church of which you are a member: _____

List (name and address) other churches you have attended regularly during the past five years:

List all previous church work involving youth (list each church's name and address, type of work performed, and dates)

List all previous non-church work involving youth (list each organization's name and address, type of work performed, and dates)

List any gifts, callings, training, education, or other factors that have prepared you for children or youth work.

Personal references (not former employers or relatives)

Name: _____ Phone #: _____

Address: _____

Email: _____ (Please circle best way to contact)

Name: _____ Phone #: _____

Address: _____

Email: _____ (Please circle best way to contact)

Name: _____ Phone #: _____

Address: _____

Email: _____ (Please circle best way to contact)