

# Volunteer Application

For those wishing to serve with  
Children and Youth at Community Church



N6717 Streblov Drive  
Fond du Lac, WI 54937  
920.922.1477  
[www.ccfdl.org](http://www.ccfdl.org)

### For Office Use Only:

Application Received (date)	_____
In-House State of WI Check Run	_____
PreSearch National Check Run	_____
References Checked	_____
Interviewed on _____	_____
Added to Background Check Chart	_____
Added to Master Volunteer Schedule	_____
Info Accurate in Servant Keeper	_____
Volunteer Designation on SK	_____
ID & Lanyard	_____
Orientation	_____
Email Address saved to CMD	_____
Welcome Email Sent	_____

*Thank you for your interest in serving in Children's and/or Student Ministry here at Community! Because we care so much about our families here and especially about the safety of their children, we want to do our very best to carefully screen all individuals who would like to serve. Please fill out the following information completely so we can do our due diligence in providing the very safest care for our children and students. **All information will be kept confidential.***

## Personal Information:

Full Name: \_\_\_\_\_ Maiden/Previous: \_\_\_\_\_  
*First M.I. Last*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

\* We completely understand the private nature of your social security number. Should you choose not to provide it on this application; we will require either your passport, driver's license, or birth certificate to verify your identity.

Current Address: \_\_\_\_\_

Other states you've lived in as an adult: \_\_\_\_\_

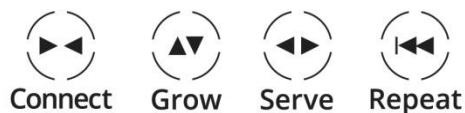
Home Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Texts okay? \_\_\_\_

Email Address: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Years Employed: \_\_\_\_



**Serving Preferences:**

Please indicate the type(s) of volunteer position(s) you prefer:

- \_\_\_\_\_ \* Sunday Morning Nursery (infants & toddlers)
- \_\_\_\_\_ \* Sunday Morning Preschool Programming (ages 2—5)
- \_\_\_\_\_ \* Sunday Morning Children’s Programming (Kindergarten—5<sup>th</sup> grade)
- \_\_\_\_\_ \* Special Blessings (one-on-one assistance for children with special needs)
- \_\_\_\_\_ \* Greeter Ministry
- \_\_\_\_\_ \* Security Team
- \_\_\_\_\_ Children’s Ministry Special Events
- \_\_\_\_\_ Friday Morning MOPS Childcare
- \_\_\_\_\_ Midweek Bible Study Nursery
- \_\_\_\_\_ Community Club Ministry
- \_\_\_\_\_ Wednesday Night CCU (Community Church “U”th)
- \_\_\_\_\_ Student Ministry Trips

\* If you indicated Sunday mornings as a time you’d like to serve, please answer the following two questions:

During which service would you prefer to serve? \_\_\_\_\_ 9:00am      \_\_\_\_\_ 10:45am

*Please note: It is our expectation that you attend the opposite service on the Sundays you serve. If that is impossible for your family, all messages can also be viewed online.*

How often are you willing to serve?

\_\_\_\_\_ Each weekend      \_\_\_\_\_ Every other weekend      \_\_\_\_\_ Once a month

**References:**

Please provide the following information for three references (who are not related to you). We may contact any or all of them to provide further information about their trust in you to provide care for our children and students at Community Church.

The following types of questions may be asked:

- In your opinion, is this individual fully qualified to work with children and youth?
- Would you have concerns allowing this individual to care for your own children?
- Are you aware of anything in this individual’s background, personality, or behavior that could in any way pose a threat to children or youth?

Name	Relationship	Years Known	Phone Number	Email Address

**Faith and Volunteer Information:**

If other than Community Church, name of church where you currently attend:

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Name and location of other churches you have attended regularly in the past five years:

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Which of the following categories would you place yourself in?

\_\_\_\_\_ Spiritual Seeker (still investigating Christianity)

\_\_\_\_\_ New/Young Believer

\_\_\_\_\_ Stable/Growing Believer

\_\_\_\_\_ Leading/Guiding Believer

What special skills, abilities, talents, or personality traits do you feel God has gifted you with that would make you a great addition to our ministry team?

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Describe any training, education, or life experiences that have especially prepared you to work with the children and students of Community Church:

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Please list relevant past volunteer experience, especially relating to children/youth:

Organization	Your Responsibilities	Dates	Contact

## Background Information:

*Please know that we take the safety of our children very seriously, and we want to take every precaution to protect them from harm. The answers to these questions will not automatically disqualify you from working with children, but may encourage deeper conversation with a Pastor or Director to evaluate your preparedness for ministry with our youth.*

Have you at any time ever been arrested for any reason?

\_\_\_ Yes \_\_\_ No

Have you at any time ever been convicted of, or plead guilty or no contest to any crime?

\_\_\_ Yes \_\_\_ No

Have you ever participated in or been accused of abuse or sexual misconduct?

\_\_\_ Yes \_\_\_ No

Are you aware of any traits or tendencies in yourself that could pose a threat to others?

\_\_\_ Yes \_\_\_ No

Are you aware of any reason why you should not work with children or youth?

\_\_\_ Yes \_\_\_ No

Were you a victim of abuse (sexual, physical, or emotional) while a minor?

\_\_\_ Yes \_\_\_ No

*\* We understand this is an extremely sensitive topic.*

*Please do not feel the need to explain this answer below. It can be discussed privately during your personal interview.*

If the answer to any of the above questions\* was "Yes," please explain in detail:

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## Information about Background Checks:

Every adult applicant for a volunteer position with children or youth will undergo a State of Wisconsin Circuit Court background check through the Consolidated Court Automation Program (CCAP) which will be run by our Children's Ministry Director.

Additionally, anyone applying for a volunteer position who:

- has consistently attended Community Church any fewer than five years
- has lived outside of the state of Wisconsin as an adult, or
- has any portion of this Volunteer Application that leads us to believe further investigation is necessary...

will also be subject to a more extensive nationwide background check. This will include a National Criminal Index Search, a National Sex Offender Registry Search, and a Name, SSN and DOB Validation with Address History Verification. These further searches will be conducted by PreSearch Background Services, a local company that comes highly recommended by Converge Great Lakes, the association of churches of which Community Church is a member.



DISCLOSURE REGARDING CONSUMER REPORT AND/OR INVESTIGATIVE REPORT

The initiating Organization ("Organization") may obtain information about you for employment purposes from a third-party consumer reporting agency. As such, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, supervisors, or associates.

You have the right, upon written request made within a reasonable period of time after receipt of this notice, to request whether a consumer report has been conducted about you, disclosure of the nature and scope of any investigative consumer report, and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your employment and/or education history.

The consumer and/or investigative consumer report(s) will be obtained from:
PreSearch Background Services, Inc. P.O. Box 332 Washburn, WI 54891 (800) 574-0394

Additional Notices:

California applicants or employees only: By signing below, you also acknowledge receipt of A SUMMARY OF YOUR RIGHTS UNDER THE PROVISIONS OF CALIFORNIA CIVIL CODE §1786.22. Please check the appropriate box here if you would like to receive a copy of your investigative consumer report or consumer credit report at no charge. [ ] Yes [ ] No
Minnesota and Oklahoma applicants or employees only: Please check the appropriate box below if you would like to receive a copy of your consumer report free of charge. [ ] Yes [ ] No
New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.
New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing the authorization, you also acknowledge receipt of Article 23-A of the New York Correction Law.
Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.
Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

The purpose of this release form is to notify you that a consumer reports will be compiled in the course of consideration for your employment (volunteer service). I acknowledge that I have received and have read this "Disclosure Statement."

Applicant Signature: \_\_\_\_\_ Today's date \_\_\_\_\_

## Release Authorization

I acknowledge receipt of the DISCLOSURE REGARDING CONSUMER AND/OR INVESTIGATIVE REPORT above and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT available at the following link: [http://presearchus.com/images/Summary\\_of\\_Your\\_Rights\\_Under\\_the\\_FCRA\\_1-1-2013 .pdf](http://presearchus.com/images/Summary_of_Your_Rights_Under_the_FCRA_1-1-2013.pdf) and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **PreSearch Background Services, Inc, (800) 574-0394, www.presearchus.com**, another outside organization acting on behalf of the Company, and/or the Company itself. I understand that by signing my name below, that I am signing the Authorization form directing the background check as described above, and I certify that:

- I have received the Disclosure Regarding Consumer and/or Investigative Report, have read and received the Summary of Your Rights, and if a California resident/applicant, the A Summary of Your Rights Under the Provisions of California Civil Code §1786.22.
- I understand that my signature now and throughout this process will be binding. Additionally, notices, documents, and communications may be provided electronically and will meet the requirements set forth under Federal and/or State law, as permitted by law. I agree that a facsimile ("fax"), electronic or printout of this authorization may be accepted with the same authority as the original.

**The purpose of this release form is to notify you that a consumer report will be compiled in the course of consideration for your employment service.**

**I acknowledge that I have received and have read this "Disclosure Statement and Release Authorization."**

**Applicant Signature:** \_\_\_\_\_ Today's date \_\_\_\_\_

### **Applicant's Statement:**

*I would like to serve as a volunteer with children and/or youth at Community Church and recognize the importance of my character and action being above reproach. Accordingly, I authorize Community Church to contact any person or entity listed on this form and further authorize any such person or entity to provide Community Church with information, opinions, and impressions related to my background and qualifications.*

*I voluntarily release Community Church or any such person or entity listed on this Volunteer Application from liability involving the communication of information relating to my background or qualifications. I further authorize Community Church to conduct criminal background investigation(s) deemed necessary.*

*I hereby release and hold harmless from liability Community Church, its staff, employees, and volunteers with regard to any decision that it makes regarding my volunteer position.*

*I recognize that Community Church is relying on the accuracy of the information I provide on this Volunteer Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.*

*I have carefully read the attached document entitled "Community Church Children's Ministry: Abbreviated Policies and Procedures" document relating to the care of children and youth, and I agree to abide by it to protect the health and safety of the children or youth assigned to my care or supervision at all times.*

***This is a legally binding agreement which I have read and understand.***

Printed Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have read and agree to abide by the "Policies and Procedures" listed on the following pages and I will wholeheartedly live out the "Volunteer Covenant" to the very best of my ability.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Community Church Children's Ministry: Abbreviated Policies and Procedures**  
*Essential information for those wishing to serve—Please keep this sheet as a reference*

**Check In/Check Out Procedures:**

In order to keep accurate records in case of emergency and to provide the safest possible experience for children, every child must be checked in and checked out every time. Regular attenders can find their child's duplicate nametags in their classroom. The child wears one tag and the parent wears the other. At check-out, both tags must match for a child to leave the room. Visitors create duplicate sets of tags when signing in at the check-in counter, following the same procedure. Additionally, parents of children preschool age or younger may also leave their cell phone number so they can be reached as needed. Diaper bags and other items should be labeled for ease of use.

**Restroom & Diapering Policy:**

Because of the private nature of diapering and using the restroom and the potential for possible abuse (or allegations of it), volunteers must be especially vigilant about adhering to our policy. Only adults may change a diaper, and should always do so within eyesight of another volunteer, using the highest standards of cleanliness. When a child needs to use the bathroom and must have assistance, the top of the door (or whole door) must remain open and another volunteer should be within eyesight as well.

**First Aid & Emergency Procedures:**

If a child is injured at church, please care for them as well as you are able and ask for additional help from other volunteers and staff as needed. First aid kits are available in every classroom for your use. Be sure to fill out the Illness/Injury report from the red folder on both halves, so that half may be given to parents and half can be filed at church. Each room also contains a spill clean-up kit, which contains the materials and instructions needed to clean up vomit or other yucky messes. Be sure to note that only Community Church Staff may provide treatment in situations involving blood. Fire evacuation information is located near each classroom door, and in case of a tornado, children should move to either the Toddler Nursery or remain in the 2<sup>nd</sup>-5<sup>th</sup> grade classrooms to take shelter.

**Sickness Policy:**

In order to keep our nurseries and classrooms as free from germs as possible, we ask parents to abide by the following guidelines and volunteers to enforce them politely: No child should attend childcare or programming if he or she is currently ill (fever, diarrhea, vomiting, cough, rash, pink eye, mucus/runny nose, lice, or any communicable disease) or is recovering from illness (experienced symptoms in the past 24 hours.) A detailed description of our policy is posted in the nurseries and at the check-in counter, and parents also receive a copy at the beginning of each new year.

**Guidelines for Reporting Abuse:**

If a volunteer ever has reason to suspect that a child has been neglected or physically or sexually abused, they must immediately report the suspected abuse to the Children's Ministry Director. This information should be kept confidential and only discussed with the proper authorities. Filling out reports may also be necessary.

## Ratio Guidelines:

Because we want each child to have adequate supervision and care, it is imperative that we establish ratio guidelines for each nursery and classroom. These numbers help us to safely care for the children entrusted to us. When maximum numbers are reached, please notify Children's Ministry staff so that arrangements can be made to move workers or children to give them the best possible care.

Classroom	Adults:Kids	Teens:Kids	Max # of People in Room
Infant Nursery	1:3	1:1	14
Toddler Nursery	1:5	1:2	20
Preschool	1:7	1:3	30
4K	1:8	1:4	22
K/1	1:10	1:5	35
2 <sup>nd</sup> /3 <sup>rd</sup>	1:12	1:6	34
4 <sup>th</sup> /5 <sup>th</sup>	1:12	1:6	34

\* Please note that no matter how few children are being cared for, we will always abide by the "Two Person Rule". Our "Two Person Rule" means that we will have no fewer than two volunteers providing care for children at all times. One of the volunteers must be an adult, and it is preferable that if there are only two volunteers, they are not from the same family, when possible. For classes and studies held with older students, then the "Rule of Three" will apply. This means that an adult volunteer may lead as long as there are at least three people present (minimum of two older students and that leader).

## Volunteer Background Check Information:

In order to keep our children as safe as possible, Community Church is taking every precaution to carefully screen volunteers. This includes the following five steps: written application, criminal background check, personal reference check, interview, and monitoring once a volunteer is serving. Additionally, all volunteers are required to wear an ID/lanyard, so that parents can easily tell who is caring for their children.

## Volunteer Covenant:

At the beginning of each new ministry year, volunteers will be asked to sign a ministry covenant, which spells out the expectations of those serving within Children's Ministry. Some of these items may include statements like the following:

### ***As a volunteer in Children's Ministry at Community Church, I agree...***

- *To grow in my own relationship with Jesus by taking the "next step" (making a decision to follow him, praying/reading my Bible regularly, sharing Him with others...).*
- *To keep coming to weekend services here at Community, not allowing my volunteer position to serve as an excuse to miss.*
- *To stay involved in a ministry with peers that helps me to grow in my faith (Bible study/small group).*
- *To be a good representative of Jesus, both while I'm with kids or when I'm away from church, and to be a good role model in my everyday life through my attitude, words, and actions.*
- *To faithfully show up—prepared and on time—on days I'm scheduled to serve ready to give my very best (and when I can't, to contact Children's Ministry staff and to do everything I can to find a sub).*
- *To carry out my "job description" to the very best of my ability, with a servant's attitude, showing love and respect to the kids, other volunteers, and other leaders.*
- *To be willing to listen to loving correction if something I'm doing either in the classroom or outside of the church is brought to my attention as an area of concern, and be willing to do my best to change those behaviors to better honor God and set a good example.*