



Volunteer Ministry Information Form

THIS DRAFT UPDATED January 22, 2002

SECTION I		Personal Information			
Name:		Birth date:			
Address:					
Home phone:		Work phone:		Field of ministry applying for (<i>i.e. leader, teacher, counselor, aide</i>):	
Church membership:			Department(s):		
Name of Emergency Contact & Relationship:			Phone number:		
Ages of dependent children or grandchildren living at home:					
SECTION II		Health Information			
List any injury/sickness that might limit your involvement in ministry activities.					
SECTION III		Education/Training Information			
Highest level of formal education:					
Certification(s) held:					
Informal training:					
SECTION IV		References			
List below three individuals (other than family members) who could recommend you for this volunteer ministry.					
1.	Name	Street	City/State	Zip	Phone:
2.	Pastor				
3.	Other				
Other					
*** OFFICE USE ONLY ***					
<input type="checkbox"/> Guidelines for Volunteers & Caregivers signed (attached, and copy given to applicant)					
<input type="checkbox"/> Other attachments _____					
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended					Date Received:
<input type="checkbox"/> Recommended with Conditions Noted:					Date Approved:
Signature of pastor:			Church Name:		

SECTION V**Experience**

List your ministry experience (i.e., Vacation Bible School, Personal Ministries Sabbath School, etc.):

Position/Type of Work	Church/Organization	Date of Service
1.		
2.		
3.		
4.		

SECTION VI**Skills, Hobbies and Interests**

List skills, hobbies or interests you have in which you would be willing to help or teach.

1.	4.
2.	5.
3.	6.

SECTION VII**Spiritual Journey**

Please describe your past and present spiritual journey with God.

SECTION VIII**Strengths and Spiritual Gifts**

Identify three of your strengths.

Identify three of your spiritual gifts.

1.	1.
2.	2.
3.	3.

SECTION IX**Personal Development**

Identify three areas for personal development.

1.
2.
3.

SECTION X**Accomplishments**

List three events/accomplishments in your life that you have found fulfilling. *(Please exclude commitment to Christ, marriage, having children, graduating from college. Examples: 1) I took care of our horse for one summer when I was 10. 2) I have managed a chain of grocery stores for the last four years. 3) I taught a beginner's art class to a group of sixth-graders.*

1.
2.
3.

SECTION XI**Background Check**

As a result of our concern for the safety and protection of children and youth, we require all potential volunteers to 1) complete and return this Volunteer Ministry Information form, 2) consent to a voluntary criminal record check, and 3) read & sign the **Guidelines for Volunteers & Caregivers** (attached).

- ◆ I have read and signed the **Guidelines for Volunteers & Caregivers**.
- ◆ I give my consent for a voluntary criminal record check.

Social Security # _____
(or Social Insurance Number)

APPLICANT'S SIGNATURE:*

Date:

*Application cannot be accepted without this signature.

Have you ever been (formally or informally) accused, charged, or disciplined for any unlawful sexual conduct, child abuse, and/or child sexual abuse? (Please circle) YES NO

If you answered yes to the above, supply the following:

Date:

Place:

Type of Conduct:

SECTION XII**Statement of Accuracy**

The information supplied on this form is complete and accurate to the best of my knowledge and recollection. I understand this is strictly a volunteer position, and I expect no remuneration for services and time volunteered.

APPLICANT'S SIGNATURE:

Date:

Note: Please be sure you have answered every question and signed your name above. Return this completed form to the pastor of your local church.

Purpose

The Volunteer Ministry Information Form assists churches in appointing the best possible individuals to serve within the various ministries the church offers. This form is part of a screening process which protects the confidentiality of volunteers, while also serving to protect children and youth from predators and the Church from liability. This record, once turned in, becomes the property of the local church and will be stored in a locked file in the church office. Applicants may request that a copy of their Volunteer Ministry Information Form be forwarded to another church should they move their membership.

Procedure

Copies of this Volunteer Ministry Information Form are available from the church office, or from www.childmin.com (see RESOURCES). Ministry leaders are responsible for distributing forms to prospective volunteers, and making certain that they have completed the screening process prior to serving.

The completed forms are returned to the church pastor, who passes them on to the Volunteer Screening Committee. This group, appointed by the church board and chaired by the pastor, determines volunteer eligibility. The committee interviews applicants, checks references, and may request a criminal record check. The committee's recommendation, marked on page 1, is signed and dated by the pastor. The committee gives a copy of the first two pages of this form to the ministry leader. Applicants may appeal a decision of the committee by requesting a meeting with the Volunteer Screening Committee plus two additional church elders.

If another church inquires about a volunteer's record, churches may not release any specifics and may only respond with "recommended," "not recommended," or "recommended with conditions noted." Copies of the Volunteer Ministry Information Form may be shared only upon the applicant's written request. Any such requests must be attached to the original document and kept on file.

Policy

All information on this Volunteer Ministry Information Form is required by the North American Division and by Adventist Risk Management Services. It will become a permanent record and should include updates every three years. In the event of accusations against the applicant, opportunity should be given for response by the accused. Such a response also becomes a part of the record and must be attached to this form.

Provided as a service of the Children's Ministries Department, North American Division of the Seventh-day Adventist Church.

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GUIDELINES FOR VOLUNTEERS & CAREGIVERS

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children at church have meaningful guidelines for conduct—to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines:

1. ***Never leave alone a child--or group of children--for whom you are responsible.*** Provide adequate supervision at all times, no matter what.
2. ***NEVER be the only adult*** serving as a caregiver—ALWAYS have at least one other person 18 or older with you.
3. ***Always ask a person's permission before touching*** him/her anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
4. ***Physical and verbal attacks are inappropriate*** and should not ever be used as discipline. “Time out” or “sit-in-that-chair” may be helpful methods with children.
5. ***Kids need to be touched appropriately.*** However, keep hugs brief and “shoulder-to-shoulder” or “side-to-side.” Always keep your hands at (not below) the shoulder level. A caregiver kiss is to the forehead or cheek only—not elsewhere. For small children who like to sit on laps, encourage them to sit next to you in a large chair and thus minimize potential body contact.
6. ***Do not take small children into the bathroom alone***—take another adult along, or leave the door open.

Be aware of the signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.

Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege; it is also a deep responsibility that must be approached with utmost care.

Adventist Risk Management and North American Division Children’s Ministries mandate the following rules for leaders. These serve as a protection to you and your ministry against charges of abuse:

- ***The volunteer screening rule.*** All volunteers must complete the screening process described on the Volunteer Ministry Information Form (available at www.childmin.com).
- ***The six-month rule.*** Never recruit a volunteer who has been a member of your church for less than six months.
- ***The two-person rule.*** Make sure that there are at least two adults present at all times.
- ***The glass window rule.*** Always see that there is glass in or around the door to the rooms in which you teach children. Otherwise, leave the door open so that you are in full view.

I, the undersigned caregiver, have read the guidelines listed above and agree to abide by them. I will obtain a copy of this signed form and keep it for reference.

DATE _____

SIGNED _____

DATE _____

WITNESS _____