

Section 2: Additional information:

Pager: () _____ Work Phone: () _____ Best time to call: _____

Drivers License Number: _____ Expires: _____

Marital Status: _____ Spouse's Name: _____

Number of Children: _____ Ages: _____

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: _____

Three Local Personal References (Must be 18 years or older and not related to you)

Name: _____ Relationship: _____

Complete Address: _____ Phone: _____

Comments (staff use only): _____

Name: _____ Relationship: _____

Complete Address: _____ Phone: _____

Comments (staff use only):

Name: _____ Relationship: _____

Complete Address: _____ Phone: _____

Comments (staff use only): _____

Section 3: Spiritual History/Statement of Faith:

- Babies to 23 months 2 and 3 year olds 4 and 5 year olds/Kindergarten
 Grade 1 Grade 2 Grade 3 Grade 4 Grade 5

How long have you attended Valley Community Church? _____

If less than six months, previous church attended and how long: _____

Do you regularly attend 2 or more services each month? ____ Have you been baptized? ____

Do you have a personal relationship with Jesus Christ? ____ Briefly describe your spiritual journey, including when you received Christ as Savior:

Can you commit to one year of service? ____ If no, then how long? ____

What date are you available to start? ____

Qualifications and Availability for Service:

Why do you want to work with children, youth or the developmentally disabled? _____

List any leadership/volunteer experience you have had with children: _____

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

List any other VCC Ministries in which you are involved: _____

List any previous experience working with children: Place: _____

Length: _____ Immediate Supervisor: _____ Phone: _____

Have you received any training in CPR, First Aid, etc.? _____

If under 18 years of age go to Section 4.

Are you a member of Valley Community Church? ____ If you are not a member are you willing to attend membership class? ____ Do you support the Valley Community Church statement of faith? _____ (see insert)

Section 4: Valley Community Church Volunteer Covenant

- I agree to attend any training needed to perform my volunteer job.
- I agree to prepare for ministry by growing in my personal relationship with Christ.
- I agree to support Valley Community Church by praying for the staff, leaders and children in my class.
- I agree to follow the policies of Valley Community Church. I understand that the personal information will be held confidential by the church staff.
- **If over eighteen**, I have read and agree to the doctrines and principles of Valley Community Church. I have read and signed the Applicant's Statement. I have attached a copy of my Driver's License.

Applicants Signature: _____ Printed Name: _____ Date: _____

If over eighteen:

Witness Signature: _____ Printed Name: _____ Date: _____

If under eighteen: Signature of parents or legal guardian agreeing that their child may volunteer:

Parent/Guardian Signature: _____ Printed Name: _____ Date: _____

Checklist

(to be completed by staff)

Name: _____ Orientation attended: _____

Email to staff: _____ Background clearance: _____ Megan's Law Clearance: _____

SHELBY Check: _____

Interview date: _____ By: _____

Reference checks completed: _____

Placement: Hour/Age _____ Position: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

Comments: _____

Legal Questionnaire

Providing a Safe and healthy environment is our goal. Answering "yes" to one or more of these questions does not necessarily mean you will not be able to volunteer at VCC:

- Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? (You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge.)? Yes * No
- Have you ever been arrested for or charged with a sexual offense, offense relating to children, or crime of violence (that is not covered in question one above)? Yes* No
- Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse of misconduct involving children? Yes No
- Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization? Yes No
- Have you ever been the subject of a civil lawsuit, involving sexual misconduct, sexual harassment, or other immoral behavior or conduct involving adults or children? Yes No
- Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you including but not limited to a license to provide child care or similar service? Yes No
- Have you ever been the subject of disciplinary action, transfer, or dismissal or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children? Yes No
- Have you ever been subject to any disciplinary action (including discharge) or investigation by a church, religious or other organization or by an employer? Yes No
- Have you ever used illegal drugs? Yes No
- Have you ever been accused or convicted of the use or sale of illegal drugs? Yes No
- Have you ever been hospitalized, treated for or struggled with alcohol or substance abuse? Yes No
- Have you ever been denied legal custody of your children in any legal proceedings including divorce decrees or settlements? Yes No
- Are you engaged in any conduct that is contrary to the teachings of the Bible? Yes No
- We conduct a police background check on all applicants. Do you have any objections? Yes No

**If you have been convicted of such an offense or been arrested or charged with such an offense, please attach a statement or explanation including nature of offense charged, date, court where conviction was entered, or law enforcement agency making the charge, and any other relevant information.*

Applicant's Statement

The prime objectives of the Valley Community Church Education Department are "to bring people to a saving knowledge of Christ, to teach biblical principles emphasizing missions, and the centrality of Christ as Savior, and to equip people for evangelism and Christian service." Also "it is desirable that all teachers be members of the local church and when they are not, they must be in harmony with the doctrines and principles of Valley Community Church".

The responses I have provided in completing this application form are complete, truthful and accurate.

I hereby authorize the church to make inquiries concerning my background in connection with evaluating the information I have provided on this form and in the application process, including a criminal records check if deemed necessary by the church. I hereby authorize all persons associated with me, including churches, employers, law enforcement, licensing and social services agencies, to release any information contained in their files or records concerning me to the church and its representatives.

In consideration of the receipt and evaluation of this application by the church, I hereby release Valley Community Church and their directors, employees, agents, representatives, and any other person or organization, including record custodians, that may release information concerning me, 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 inquiries concerning my background and any disclosures of information concerning me to Valley Community Church. I 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.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS OF IT, AND I SIGN THIS RELEASE AS MY OWN FREE AND VOLUNTARY ACT.

I understand that my service with Valley Community Church shall be volunteer service. In addition, my volunteer services shall be at-will and the church shall be entitled to terminate my services at any time, with or without cause or advance notice. I understand and agree that I am not an employee of the church, and that I have no expectation of future employment. As a volunteer, I have no entitlement to or expectation of compensation, health insurance or other employee benefits, or unemployment or worker's compensation insurance benefits.

I affirm that I will strictly comply with all policies and procedures of Valley Community Church, including but not limited to its Child Protection Policy as presented in the publication Safe Place. If at any time I find that for any reason I am unable to support the policies, procedures, or doctrine of this church, I will resign my volunteer position. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all at the discretion of the church.

I WILL REPORT ANY KNOWN OR SUSPECTED CHILD ABUSE OR OTHER VIOLATION OF POLICY TO: THE SENIOR PASTOR, A MEMBER OF CHURCH STAFF, AN ELDER OR THE CHRISTIAN EDUCATION DIRECTOR.

Applicants Signature: _____ Printed Name: _____ Date: _____

Witness Signature: _____ Printed Name: _____ Date: _____

Valley Community Church

What is our statement of faith?

(From Article Three of Church By-Laws)

In order to identify our church as biblical in theology and evangelical in spirit, we have set forth the following statement of faith:

A. CONCERNING GOD:

1. *The Holy Godhead:* We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Deuteronomy 6:6; First Timothy 2:3-7; Jude 20-21).
2. *Christ our Redeemer:* We believe in both the deity and the humanity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, in his present intercessory work, and in his future return in power and glory (John 1:1-14; 1 Corinthians 15:1-20; 1 Timothy 3:16).
3. *The Holy Spirit our Sustainer:* We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful men (1 Corinthians 12:3; Ephesians 1:13-14; Titus 3:5-7).

B. CONCERNING THE CHURCH:

1. *The Empowerment of the Church:* We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life (John 14:15-16, 26; Ephesians 5:18-20; Galatians 5:22-24).
2. *The Vitality of the Church:* We believe that the church—which is presently the Body and shall be the Bride of Christ—is a spiritual organism made up of all believers irrespective of their affiliations with Christian organizations. (Matthew 16:18; Romans 12:5; Ephesians 1:22-23).
3. *The Destiny of the Church:* We believe in the resurrection of both the saved and the lost; they who are saved to the resurrection of life, and they who are lost to the resurrection of damnation (John 14:1-6; 1 Corinthians 15:51-58; Revelation 20:14-15).

C. CONCERNING REVELATION:

1. *Special Revelation:* We believe the Bible to be the only inspired, infallible, authoritative Word of God (Luke 24:44-49; 1 Timothy 3:16-17; 2 Peter 1:20-21).

Valley Community Church Child Protection Policy

This policy applies to all staff, volunteers and others who work with children. It is meant to protect the safety and well-being of children engaging with Valley Community Church in any way.

Introduction

- The term 'child' is defined as a person under the age of 18 (The Children Act 1989) participating in Valley Community Church activities
- The term 'staff' describes those employed or those working on a voluntary/unpaid basis

Children's Rights

All children have needs and rights:

- The need for physical care and attention
- The need for intellectual stimulation
- The need for emotional love and security
- The need for social contact and relationships
- The right to have their needs met and safeguarded
- The right to be protected from neglect, abuse and exploitation
- The right to be protected from discrimination
- The right to be treated as an individual

Valley Community Church Child Protection Policy

In our provision for children Valley Community Church will ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff have a responsibility to report concerns to the appropriate child protection lead member of staff

Child protection procedures

- We will ensure that we have a designated senior person(s) responsible for child protection
- Ensure that all staff understand their responsibilities in being alert to signs of abuse and know their responsibility for referring any concerns to the designated senior person responsible for implementing this policy

Incidents that must be reported and recorded

- If you accidentally hurt a child
- If child seems unduly distressed in any manner
- If child misunderstands or misinterprets something you have said or done

Recruitment and training of staff and volunteers

- All staff/volunteers will complete an application form. The form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- All staff will provide evidence of identity (e.g. passport or driver's license with photo)
- Consent shall be obtained for a background check

Responding to allegations or suspicions

Where there is a complaint against a member of staff there may be three types of investigations:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

Staff/Volunteer Conduct

Good practice guidelines:

All Staff/volunteers should demonstrate exemplary behavior in order to protect themselves from allegations of misconduct and maintain their standards of behavior therefore acting as a role model. BE ABOVE REPROACH!

The following are common sense examples of how to create a positive culture and climate:

- Always work in an open environment (avoiding private or unobserved situations) and encourage open communication with no secrets. Never allow yourself to be left alone with a child. One-on-ones should be conducted in a room with visual access or an open door. Where this is not possible, another adult should be nearby.
- Avoid making physical contact with a child. (There may be occasions where a distressed child needs comfort which may include physical comforting. Use your discretion to ensure that the touching is appropriate and not unnecessary or unjustified contact. Be cautious about physical contact in games.
- Treat all children equally, with respect and with dignity. Staff should ensure that children are protected from discrimination on any grounds including ability and should challenge discriminating comments and behavior. Activities should be designed to include all children and promote positive attitudes towards differences.
- Be clear about what the objectives of an activity are before it begins and always put the welfare of each child first.
- Never contradict an instruction already given by another staff member.
- Maintain a safe and appropriate distance with children
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Ensure that children of mixed genders are supervised. They should always be accompanied by two or more adults.
- Ensure that at residential events, adults should not enter children's rooms (unless it is essential because a child is ill or a situation is out-of-control or dangerous).
- Be an excellent role model. Don't smoke, drink alcohol, stand around gossiping, or engage in any immoral activity while in the company of or responsible for children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Never use any form of physical force against a child unless it constitutes reasonable restraint to protect him/her or another person or to protect private property. (If it is necessary to restrain a child because they are an immediate danger to themselves or others or to property then the minimum amount of force should be used for the shortest amount of time. Remain calm and get the attention and support of other staff. The incident should be recorded in writing, with a witness statement where possible.)

- Never use physical punishment
- Secure parental consent in writing if the need arises to administer emergency first aid and/or other medical treatment where the child is under 16. First aid given should be recorded in writing and reported to the lead staff member who will inform the parent or guardian.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written parental consent if staff are required to transport children
- Always refer any problems to the child protection lead member(s) of staff
- Question any unknown adult who enters the Valley Community Church premises and/or who attempts to engage with children

Practices never to be sanctioned:

- Engaging in rough, physical or sexually provocative games, including horseplay
- Engaging in any form of inappropriate touching
- Children's inappropriate use of language and/or behavior. This should always be challenged.
- Sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Allegations made by a child should never go unchallenged, unrecorded, or not acted upon
- Do things of a personal nature for children or disabled adults that they can do for themselves (e.g. apply sunscreen)
- Be alone with a child in circumstances which could be construed as inappropriate
- Invite or allow children to stay with you at your home for non-sanctioned events