

Today's Date:

## **APPENDIX B**

### ***WEST END PRESBYTERIAN CHURCH CHILDREN'S MINISTRY VOLUNTEER APPLICATION***

*Thank you for volunteering for a position in Children's Ministries at West End Presbyterian Church! In order to provide a safe environment, not only for our covenant children but also for our volunteers, we require this application to be completed before you begin in ministry.*

*West End Presbyterian Church will check your references, and reserves the right to conduct a criminal background check.*

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

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

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

All Children's Ministry volunteers should be members of West End Presbyterian Church. Are you currently a member of West End Presbyterian Church? \_\_\_\_\_

**\*\*All potential Children's Ministry volunteers must submit to a Criminal Background check.**

What church(es) have you attended in the last five years, apart from West End Presbyterian?

Church	Location	Pastor's Name
_____	_____	_____
_____	_____	_____

Occupation: \_\_\_\_\_

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

In which area of children's ministry do you desire to become involved? \_\_\_\_\_

Previous children's ministry volunteer or employment experience (if not at West End Presbyterian, give location). Please continue on back of this sheet, if needed:

Date(s)	Organization	Program	Contact

Please briefly describe one way you are currently growing in your knowledge and love of Christ:

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Can you make a one-year commitment to this volunteer role? \_\_\_\_\_

Why would you like to volunteer as a worker with children and/or youth? \_\_\_\_\_

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What qualities or special interests do you have that would help you work with children and/or youth?

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Have you at any time ever:

- Been arrested for any reason? ☐ Yes ☐ No
- Been convicted of, or pleaded guilty or no contest to, any crime? ☐ Yes ☐ No
- Engaged in, or been accused of, any child molestation or abuse? ☐ Yes ☐ No

Are you aware of:

- Any traits that could pose any threat to children, youth, or others? ☐ Yes ☐ No
- Any reason why you should not work with children, youth, or others? ☐ Yes ☐ No

If the answer to any of these question is “yes,” please explain in detail on the back of this page.

As a volunteer in Children’s Ministry at West End Presbyterian Church, you will be required to attend one training session on child safety policies, and to complete this child safety training session within twelve weeks of beginning your involvement in ministry. Occasional periodic volunteer training sessions may also be required.

Do you agree to attend these sessions? ☐ Yes ☐ No

**References:** Please list two personal references (people not related to you by blood or marriage) and provide a complete address and phone information for each. References are completely confidential, but will be checked.

1. Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Relationship to reference: \_\_\_\_\_

### **Children's/Youth Work Verification and Release**

I recognize that West End Presbyterian Church is relying on the accuracy of the information I provide on this Children's Ministry Volunteer Application. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed on this Children's Ministry Volunteer Application, and I further authorize any such person or entity to provide West End Presbyterian Church with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release West End Presbyterian Church and any such person or entity listed on this Children's Ministry Application from liability involving the communication of information relating to my background or qualifications. I further authorize West End Presbyterian Church to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures of West End Presbyterian Church, and I agree to abide by them and to protect the health and safety of the children or youth assigned to my care or supervision at all times.

Printed name: \_\_\_\_\_

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

## **APPENDIX E**

### **CODE OF ETHICS FOR VOLUNTEER MINISTRY LEADERS WORKING WITH CHILDREN AND YOUTH**

I belong to Christ and He belongs to me. Because of this basic truth, and as part of the promise made at baptism to love, pray for, encourage, instruct, and sustain the children at West End Presbyterian church, I will help fulfill that vow by being faithful in my commitment to the children/youth to whom I am responsible. Believing that God is calling me to serve children or youth in this congregation . . .

1. As I am teaching/supervising/leading children or youth I will seek the welfare of the children/youth physically, socially, educationally, and spiritually.
2. I will also try to understand and respect the child's/youth's individual background.
3. I will give the parents/guardians full information about the ministry I am teaching/supervising/leading, and what time it begins and ends.
4. I will arrive on time and be prepared for the activities to which I have committed.
5. I have read West End Presbyterian Church's Safety and Abuse Prevention Policy. I understand it, and I will live by it in my participation in West End Presbyterian Church's children's ministry, neighborhood outreach ministry, and/or youth ministry.
6. I will not do anything that will damage a child's or youth's trust. I will try to protect the child/youth from all forms of abuse while he or she is in my care.
7. If I suspect that a child/youth may be hurt by the abusive behaviors of another person I will report that suspicion to the appropriate ministry staff person so that it can be investigated properly.
8. If a child/youth consistently behaves in an unacceptable manner, I will seek help from the appropriate ministry staff member, parents/guardians and others to assist me in responding to the child/youth.
9. If a child/youth is distressed, I will try to offer comfort and help. I will encourage them to find the appropriate help for their needs.
10. I will pray regularly for each child/youth and let them know that I care about them.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## **APPENDIX F**

### **Safety and Abuse Prevention Policy Exam**

*You may use WEPC's Safety and Abuse Prevention Policy to answer these questions.*

*You can find the Policy at [www.wepc.org/grow/children/](http://www.wepc.org/grow/children/)*

*Please return your completed exam to the church office.*

1. The purpose of our SAAPP is to demonstrate our commitment to the \_\_\_\_\_ and \_\_\_\_\_ of our covenant children and youth.
2. What/Who is our only refuge? \_\_\_\_\_.
3. Can sexual abuse be non-violent? \_\_\_\_\_.
4. Can I work with children even if I'm not a member? If so, what must I do? \_\_\_\_\_.
5. When a family (children and parents) enters the doors of the church building, who is responsible for the safety of the children at that moment? \_\_\_\_\_.
6. When does a volunteer leader receive temporary custody of a child or youth? \_\_\_\_\_.
7. What are three examples of prohibited conduct: \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_.
8. Should a volunteer leader ever hug or show affection to a child or youth? \_\_\_\_\_.
9. What is one possible indicator of physical abuse? \_\_\_\_\_.
10. What is one possible indicator of neglect? \_\_\_\_\_.
11. What is one possible indicator of sexual abuse? \_\_\_\_\_.
12. If I suspect a child is being abused, who should I contact? \_\_\_\_\_.
13. Authorities should be contacted immediately if: \_\_\_\_\_.
14. Can a child or youth participate if he/she has a fever? \_\_\_\_\_.

### **Children's Ministry ONLY**

1. Children 5 and under should be helped in the bathroom or diapered by a(n) \_\_\_\_\_.
2. Children aged 6 and older should be taken to the bathroom by a(n) \_\_\_\_\_.
3. How many children should a worker try to take to the bathroom at one time? \_\_\_\_\_.
4. Is physical discipline ever appropriate in a ministry setting? \_\_\_\_\_.
5. What should you do when a child is unrepentant and/or uncontrollable? \_\_\_\_\_.
6. What is done to protect the reputations of children? \_\_\_\_\_.
7. What must be done in order to bring in special food for your class?  
\_\_\_\_\_.

### **Neighborhood Outreach and Youth Ministry ONLY**

1. Can I ever meet with a child or youth privately? \_\_\_\_\_.
2. What must I do before I meet with a child or youth privately? \_\_\_\_\_ and \_\_\_\_\_.
3. What are the ten guidelines for private meetings? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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