

***** OFFICE USE ONLY *****

Recommended:	Not Recommended:	Date Received:
Recommended with Conditions Noted:		
Signature of pastor or head elder:	Church:	Date Approved:



Children's Ministries Staff Volunteer Service Information Form

SECTION I		<i>Personal Information</i>	
Name:		Birth date:	
Address: Street		City	State Zip
Home phone:	Work phone:	Type of service (ie, leader, teacher, counselor, aid):	
Church:		Department(s):	
Marital status (please circle): Married Single Divorced Separated		Name of spouse:	
Do you have children living at home? Yes No		Do you have grown children? Yes No	
SECTION II		<i>Health Information</i>	
List any injury/sickness that might limit your involvement in Children's Ministries activities.			
SECTION III		<i>Education/Training Information</i>	
Formal education:			
Informal training:			
Certification(s) held:			
SECTION IV		<i>Experience</i>	
List all experience (i.e., Vacation Bible School, Sabbath School, etc.) that might qualify you to work with children:			
1.	Position/Type of Work	Church/Organization	Date of Service
2.			
3.			
4.			
SECTION V		<i>Skills, Hobbies and Interests</i>	
List skills, hobbies or interests you have in which you would be willing to help or teach.			
1.		4.	
2.		5.	
3.		6.	

SECTION VI**Unlawful Conduct**

Have you 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:

If possible, give the name and address of a reference/professional who can verify your suitability to work with children.

Name of Reference/Professional

Street

City/State

Zip

Phone:

SECTION VII**References**

List below three individuals who could recommend you for service in Children's Ministries.

Name	Street	City/State	Zip	Phone:
1. Pastor				
2. Other				
3. Other				

SECTION VIII**Statement of Accuracy**

The above information is 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 Children's Ministries Coordinator of your local church.

Purpose

Every Children's Ministries leader deserves the assistance of the best qualified personnel available. The Volunteer Service Record Form is meant to assist churches in appointing the best possible teachers. It is also meant to protect the confidentiality of volunteers while at the same time serving to protect children 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 their Volunteer Information Service Form be forwarded to another church should they move their membership.

Procedure

Copies of this Volunteer Service Information Form are available from the church office, or from www.childmin.com (see RESOURCES). Leaders of ministries for children are responsible to give the forms to prospective volunteers, even if they only provide transportation at one event. Ministry leaders collect the completed forms and pass them on to the Volunteer Screening Committee. This group is appointed by the church board; they use the form to determine staff qualification. If necessary, the committee may interview volunteers. The committee's recommendation is marked on page 1 of the form and conveyed to the pastor, who signs and dates the form. The committee notifies the ministry leader of the committee's recommendation. The form is then filed in a locked drawer in the church office. When 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 Information Service form may be shared only at the applicant's request.

Policy

All information on this Children's Ministries Staff Volunteer Service 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. This response also becomes a part of the record and may be attached to the 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 AND CAREGIVERS WITH CHILDREN & YOUTH

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 Children's Ministries volunteer, you want parents to feel comfortable and confident leaving their children with you. Here are some practical guidelines:

1. **Never leave a child or group of children alone.** 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 the child'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.
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.

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 child caregiver. Working with children at church is not only a privilege; it is also a deep responsibility that must be approached with utmost care.

Talk to your pastor and church board about the following rules stressed by Adventist Risk Management and North American Division Children's Ministries. They serve as a protection to you and your ministry against charges of abuse:

- **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.

DATE _____

SIGNED _____

DATE _____

WITNESS _____