

# Policy Manual for Volunteers Working With Children & Youth



1910 City Rd 82 – Alexandria, MN 56308 – 320-763-7051 – [www.your-newlife.com](http://www.your-newlife.com)



## **Introduction**

The threat of physical and sexual abuse is a genuine source of concern for all religious and non-profit organizations, particularly those, like New Life Christian Church that supervise or interact with minors (newborn through age seventeen). It's an unfortunate fact that physical and sexual abuse can and does occur in connection with religious and charitable ministries. It is clear that it is our duty as the church to guard and protect the children, youth, church staff and volunteers who participate in our ministries. The results can be devastating to the victim and the ministry of New Life Christian Church – that we have developed this resource. This manual should serve as a guide for you as you begin or continue your service at New Life Christian Church. However, it is obvious that it is not possible to anticipate all situations that should arise in ministry or provide information that answers every possible question. When you are confronted with a situation not covered in this manual, please use common sense and good, sound judgment. If a situation arises that is unclear, please seek guidance and direction from a member of the Elders/Team Leaders/Staff.

## **Policy Statement**

In an effort to create a safe environment within our church, all employees and volunteers who work with the church's children/youth programs, either regularly or occasionally, on or beyond the church grounds, will be screened and trained on child protection issues. It is New Life Christian Church's goal to provide a safe and secure environment to the children/youth as well as our ministry participants, and to minimize the ministry's and workers' vulnerability to unwarranted accusation, the following procedures have been adopted and will be strictly enforced.

The pages of this manual provide a general overview of procedures and guidelines that New Life Christian Church has established for its volunteers working with children and youth. Please read through it carefully.

The church reserves the right to modify, supplement, second or revise any policy or provision, with or without notice, as necessary or appropriate. However, at all times, New Life Christian church will comply with all applicable laws.

It's important that you read and understand the contents of this manual. If you have any questions or need additional information, please contact the church office at 320-763-7051. Once the applicant has read this manual, they are asked to sign an acknowledgement (see Sample Form 1). The acknowledgement will be kept on file in the church office.

## Volunteer Worker Screening Procedures

During the screening process, New Life Christian Church shall use its best efforts to maintain confidentiality. The screening process shall apply to all paid and volunteer workers involved in any manner with child/youth ministry on behalf of the church. The policy applies to new applicants and to those who are currently working with minors (newborn through age seventeen).

Before a person can be selected to serve in a child/youth ministry, the following steps are necessary:

1. Need to fill out and return Volunteer Candidate Screening Form (application)
2. Review of the completed Volunteer Candidate Screening Form has been done
3. Completion of required interview
4. Completion of reference checks
5. Completion of background check and driving record (where applicable)
6. Participate in a training seminar put on by a ministry leader of New Life Christian Church.

Application: Everyone who is involved in any form of children/youth ministry shall fill out an application (Volunteer Candidate Screening Form). At all times applications and supporting documents will be stored under a locked system (in a locked file cabinet). Copy of the Volunteer Candidate Screening Form is attached, marked Sample Form A.

Interviews: An interview is required for everyone who is to be involved in any form of children/youth ministry. Interviews will be carried out by a minimum of two church members. All interviews will be conducted in the church. Those conducting the interview will focus on the qualifications, interests of the applicant and other matters as deemed appropriate. A record of the interview showing name, date, time and subjects discussed shall be recorded (see Sample Form B). The notes compiled during the interview will become part of the applicant's file. If any issue or concern is present, it must be reviewed by the Elder Board prior to approval.

Reference Checks: A member of the interview group may contact Churches, Organizations and personal References listed on the application form. It is recommended that minimum of two references be contacted. When a reference is contacted the contacting person must complete a Children's Ministry Reference Letter Form and the form becomes part of the applicants file. Copy of the Children's Ministry Reference Letter Form is attached, marked Sample Form C. (Examples: Former Pastor, employer (if working with children), former deacon, etc.)

Background Checks/Driving Record: Are required for all workers/volunteers. All background checks will be performed through a qualified and licensed agency with respect to any candidate seeking to work with children and youth. Prior to New Life Christian Church conducting a criminal background check, the respective candidate will have to sign a Background Inquiry Release Form (see Sample Form D). All information collected will become part of the applicants file.

Training: Each new paid and volunteer worker, involved with children/youth must receive training on this policy. All new volunteers should view the video – "The Guardian System" by David O Middlebrook as part of their initial training and fill out the study guide (see Sample Form E) along with the video. The policy and video should be reviewed with all volunteers on an annual basis to refresh their awareness of the content. The study guide will become part of the applicants file.

## **Supervision of Children/Youth – Creating a Safe Environment**

Registration Policy: Before any child/youth participate in Sunday School, the Wednesday Night Youth Program and/or other functions sponsored by the church parents/guardians must complete the information as requested on the registration forms and return the forms to the church office or classroom teacher. Any special needs or concerns (food allergies or infectious disease) should be listed on the form.

Permission Slip Policy: Children/youth must have permission to participate in any overnight activity or any activity that takes place away from church property. The permission must be in writing, signed and dated by a parent or guardian. It must identify the activity in which the child/youth is participating and date(s) on which the activity is occurring. Completed and signed permission slips for all functions will be kept in the New Life Christian Church office. The person in charge of each trip and/or activity shall carry a copy of permission slips including permission for emergency medical care.

Job Switch Policy: If workers/volunteers are unable to keep their commitment they should find and appropriate worker/volunteer to take their place. Workers/volunteers who are ill (with a fever or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in the any ministry activity. A suitable substitute must be used to take the place of the worker/volunteer who is ill. An appropriate worker/volunteer would be one who has completed the screening process.

Isolated Locations “Off-Limits”: All classrooms used for children/youth programs and activities shall be located in well-traveled areas of the church’s, rather than in isolated parts of the building. Activities are to be conducted in open areas with adequate supervision. In connection with the “two adult rule”, discussed below, alone adult worker/volunteer is not permitted to take a child to an isolated location, such as a bathroom. Activities in private rooms or offices are not permitted unless expressly authorized by the parent/guardian. (Example Youth counseling – In instances of youth counseling where circumstances dictate that counseling is most effective in a one-on-one basis, a church staff person or volunteer may meet individually with a child or youth with the awareness and previous consent of the child’s parent/guardian. Exceptions to consent may be made for true emergencies. Even in these cases the counseling should be done in a room where the door remains open and/or with another person.

Two-Adult Policy: It should be standard practice to have at least two (2) workers/volunteers, and at least one (1) over the age of 21, present at every function and in each classroom, vehicle, or other enclosed area during every child/youth ministry program or any church sponsored program where child care is provided. Activities meeting in a classroom setting may be supervised by one (1) worker/volunteer in the classroom when there is visual access to the classroom (example – a door with a window, or open door) and there are other workers/volunteers present in the immediate vicinity. In addition, only approved workers/volunteers shall be allowed in the areas where children are kept (except for the parents or guardians of participating children when there is a clear need for their presence to discipline or assist their child). If at least two (2) unrelated adults are present with the children at all times, there will be very little opportunity for either adult or an outsider to abuse the children. In addition the presence of two (2) ADULTS ENSURES THERE WILL ALWAYS BE A WITNESS WHO CAN VERIFY THAT NO INCIDENT OF CHILD abuse occurred if unfounded allegations are ever charged. It is also advisable to have a designated person do periodic classroom checks.

Nursery/Toddler Room Policy: The church nursery is an important aspect of our children's ministry and as such we seek to provide quality care for children age three (3) and younger whose parent(s)/guardian(s) are attending Sunday School, worship services or other church functions.

There will be a minimum of two (2) workers/volunteers in the nursery/toddler room during every function where childcare is provided. When there are more than four (4) infants or seven (7) toddlers, additional helpers must be recruited before any more children are allowed in the nursery/toddler room. When there is only one (1) baby/toddler in the nursery/toddler room there will be a minimum of two (2) workers/volunteers, one of which must be an adult. The second nursery worker/volunteer may be a teenager (13-18) or an adult. When there are two (2) workers/volunteers in the nursery/toddler room.

Restroom Policy: Children over the age of three (3) and under the age of eight (8) should be escorted to the restroom. The adult should check to make sure the facility is safe and then wait outside the restroom until the child/children come out. Children five (5) years of age and younger should be assisted as needed in the restroom by two (2) adult females. Please note: never be alone with a child in the stall of a restroom with the door closed.

Open Door/View Policy: In any room that has a window, that window shall remain unobstructed at all times when children or youth are present in the room. In any room that has no window, the door shall remain open at all times when children are present.

Pick-up Policy: Parents or guardians of children in nurseries through first grade should pick up their children at their respective classrooms. Workers are to release children in their care only to parents, guardians, or person specifically authorized to pick-up the child/children. Children in the Youth Program (k-5<sup>th</sup>) will only be released when a parent, guardian or authorized persons come to the respective classroom. Do not send children out to find their parents, and do not release any child or youth to await transportation. If for whatever reason a child is not picked-up, escort the child, preferably with another adult, to the parent/guardian.

Drop-off Policy: Children should never be dropped off in a classroom or event without the workers/volunteers present. This is the responsibility of parents.

Overnight Policy: In situations where two (2) adults are not available per room where children/youth are staying overnight, then no adult should stay alone in a specific room with the children/youth. In those circumstances where adults are not staying in the rooms with children/youth, special measures should be taken to assure the children/youths' safety and supervision, such as adult hall monitors and periodic room checks by two (2) adults of the same gender as those being checked. Each worker/volunteer must occupy a bed, sleeping bag, or mattress by him/herself. If providing adequate supervision to the children/youth requires the worker/volunteer to occupy the same room or tent as the children/youth, the permission slips should inform parents of the activity, sleeping arrangements and date(s) on which the activity is occurring as well as who the supervisors will be. Children/youth must provide written permission slips signed by a parent or guardian to participate in overnight activities. When supervising overnight group activities, observe extra safeguards, ensure that parental consent of the activity is clear. Under no circumstances shall fewer than two (2) adults supervise an overnight event.

Transportation of Youth Policy: When youth are transported, as part of a church activity, they shall be transported in groups with no less than two (2) children. A youth worker/volunteer should not be alone with any student in the vehicle. The youth worker/volunteer should obtain, in advance of the trip, written permission form the parent of guardian for his/her child to accept such transportation arrangements.

Rules for providing transportation for church events:

- Driver must be known to the designated leader of the event
- Driver must be at least 21 years old.
- Driver must have a valid state driver's license for the vehicle being operated.
- Driver must have proof of insurance.
- Driver must be accompanied by at least two (2) children or youth.
- Driver must have read and signed an acknowledgement form indicating that the church transportation policy has been read and will be followed (see Sample Form).

Appropriate Worker/Child Interaction Policy: Physical touch is an important element in the communication of love and care to children and youth. While it is an essential part of the nurturing process that should be characteristic of ministry, volunteers need to be aware and sensitive to the special and differing needs and preferences of each child and youth. Physical contact should be age and developmentally appropriate and public.

Appropriate touch guidelines (preschool):

- Meet children at their eye level by bending down or sitting.
- Listen to individuals with ears, eyes and heart.
- Hold the child's hand while listening or speaking to him/her when walking to an activity.
- Putting an arm around the shoulder or back when encouraging is acceptable.
- A light touch to the hand, shoulder or back when encouraging them is acceptable.
- Gently hold the shoulders or chin when trying to redirect the child's behavior (this is especially helpful with children who have attention deficit problems).
- Holding the preschool child who is crying.

Inappropriate touch guidelines:

- Kissing a child or coaxing a child to kiss you.
- Extended hugging and tickling or prolonged physical contact of any kind.
- Touching a child in any area that would be covered by a bathing suit (Exception: A person assisting a child in restroom or diaper changing.)
- Carrying an older child.
- Being alone with a child.
- Giving a full contact, body to body hug. When a child initiates a hug try to make it a one armed, side hug.
- Do not initiate hugs.

## Discipline

Our goal is to teach each child/youth who attend New Life Christian Church youth activities about the love of Jesus Christ and help them to apply His teachings to their daily lives. To ensure the achievement of these things New Life Christian Church has put together the following plan of action should conflict arise. When “discipline” is necessary, all interaction will carefully consider a child or youth’s integrity and fragility. All children/youth will be treated with gentleness, respect and understanding. Remember, discipline is for the best interest of the child/youth. Discipline is not the result of anger.

1. Parents/guardians will receive a Disciplinary Action Plan form, which is to be read by both parent/guardian and student. The form is to be signed by both parent/guardian and student then returned to the church office or classroom teacher.
2. Workers/volunteers are never to spank, hit, grab, shake, or physically discipline anyone.
3. Guidelines: Inappropriate behavior should be dealt with in a calm direct manner.
  - Remind the student of proper classroom behavior by stating the rules and what is expected.
  - Strive to come to a workable solution
  - Redirect the student to a different situation or area. Separate the child/youth from others when he/she is having difficulty behaving.
  - Remove the child/youth from the group by using a time-out spot within the classroom, which is in view of all workers/volunteers. After appropriate explanation of what is wrong with the child/youth’s behavior give him/her several minutes to sit alone, and then when the child/youth has settled invite him/her to rejoin the group.
  - Reward good behavior and inform parents when the child/youth does well or shows improvement.
4. If the above steps have failed and the child/youth must be removed from the activities because of aggressive or disruptive behavior:
  - Parent/guardian will be notified to pick up their child/youth early.
  - The child/youth must miss the following week of activities.
  - There will be a meeting with one of our Pastors and those involved to help ensure that the problem has been correctly addressed.
  - If a second offense occurs the child/youth will miss two (2) weeks of activities and their return to class must be accompanied by a parent/guardian.
5. Disciplinary problems should be reported to the Senior/Associate Pastor and the child/youth’s parent(s)/guardian(s).

## Health and Safety Guidelines

Wellness Child Policy: A child/youth that is ill and could expose other children and workers/volunteers to illness should not be brought to church and should not be received into a classroom. In addition, proper hand washing shall be employed by workers volunteers and children/youth to prevent the spread of disease and for basic good health.

Medications: Volunteers are not to give or apply medications. If a child/youth needs medication, the parent/guardian must give it. No medications should be left in the classroom with the child/youth or any volunteer worker.



In extreme cases (allergies, asthma, etc.) arrangements for the administration of the medication should be made with written instructions and permission from the parent/guardian. Likewise, in the case of an overnight or extended event, parents/guardians can fill out an "Authorizations to Dispense Medications" form (see Sample form 4). Medications should be in its' original prescription bottle/package, which should have administration instructions and the child/youth's name clearly indicated. Volunteers shall indicate to the parent(s)/guardian(s) whether the medications has or has not been given. Medication includes baby powder and ointments during diaper changing. These topical medications will be used only if a doctor's written order and/or parents/guardians instructions are received. Only topical medications, supplied by the parent/guardian, will be used.

Infectious & Communicable Diseases: It is New Life Christian Church's goal and desire to protect all children/youth, along with their workers/volunteers, that participate in the various child/youth programs. When large groups of children/youth interact with one another they are placed at an increased risk of exposure to infectious or communicable diseases. This is particularly true for infants. For this reason, first aid kits shall be readily available for handling cuts, bloody noses, vomiting, etc.

In addition, all workers/volunteers should understand New Life Christian Church's infectious and communicable disease policy and its procedures:

1. Workers/volunteers shall avoid contact and take reasonable steps to avoid blood or blood containing body fluids or bodily fluids. Gloves should be worn if there is contact with blood or blood containing body fluids; surfaces contaminated with blood or body fluids shall be cleaned with a solution of chlorine bleach and water; blood contaminated materials and diapers shall be discarded in a plastic bag with a secure tie.
2. Children/youth should be returned to their parent/guardian as soon as illness is discovered. If this is not possible then the child/youth that is ill should be isolated in a manner that will allow supervision to continue until the child/youth can be returned to their parent/guardian.
3. Toys in the nursery should be disinfected after every event.
4. Workers/volunteers in the nursery should follow these steps when changing diapers:
  - Wash your hands and put on plastic gloves.
  - Place baby/toddler on changing table.
  - Remove soiled diaper and place in garbage.
  - Clean diaper area with wipes and put wipes in garbage.
  - Follow parents'/guardians' regarding care of diaper area (powder, ointment, etc.)
  - Put clean diaper on baby/toddler.
  - Have another worker/volunteer remove baby/toddler from changing table.
  - Clean changing table with a solution of chlorine bleach and water after each diaper change.
  - Remove gloves without touching the exterior surfaces and put in garbage.
  - Wash your hands or use antibacterial hand gel after changing diapers.

NOTE: Never leave a baby/toddler unattended on a changing table. Always have at least one hand on the baby/toddler when changing diaper.

NOTE: Each diaper change requires a new pair of gloves.

Injury Policy: Parents/guardians will read and sign liability and treatment waiver forms when registering their children/youth in New Life Christian Church's children/youth programs. These forms give New Life Christian Church permission to take action, on behalf of the child/youth, on account of any injury

received, during their participation and/or transportation connected therewith, in activities sponsored by the church.

Children/youth who have received an injury, which is obviously minor, should be given first aid as needed at the time of injury. The child/youth's parent(s)/guardian(s) should be notified of the minor injury when they pick up their injured child/youth.

Any injury, which may require medical treatment beyond simple first aid, should be given immediate attention. The parent(s)/guardian(s) of the injured child/youth should be immediately notified. An ambulance should also be called immediately if warranted by the injury.

If a worker/ volunteer is injured during activities sponsored by New Life Christian Church steps should be taken to ensure proper medical attention is given to the injured person.

An Injury Incident Report should be prepared by workers/volunteers whenever an injury occurs during a ministry function (see sample form 5). The IIR will be taken/sent to the church office upon completion and kept on file for three (3) years.

#### **Response by Church Workers/Volunteers to Allegations of Abuse**

If abuse is suspected, observed or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the Senior/Associate Pastor. Be prepared to do the following:

1. Simultaneously the parent(s)/guardian(s) of the victim will be notified. Take whatever steps are necessary to assure the safety of the child/youth until the parent(s)/guardian(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s)/guardian(s) does not wish the incident to be reported.
2. The Senior/Associate Pastor will contact an attorney promptly to provide a written opinion that confirms the abuse meets the threshold reporting requirements, then the Senior/Associate Pastor will immediately notify the proper authorities (children services board, the county department of human services exercising the children services function, or a local law enforcement agency in the county in which the child resides or in which the suspected abuse occurred.)
3. Legal counsel will be contacted for advice and guidance as soon as possible after New Life Christian Church receives notice of possible abuse or molestation in connection with church activities. Decisions concerning New Life Christian Church's response to the allegations will be made in accordance with such advice.
4. Upon notice of abuse or molestation, the ministry's insurance carrier (general or professional liability insurance) must be promptly notified to whom the organization has a duty to report such allegations.
5. Once the proper authorities are contacted and the safety of the child/youth is secured, the pastor or other designated person may tell the accused that a report has been made. If the

accused is a paid staff person of the church, arrangements will be made to either maintain or suspend his/her income until the allegations is cleared or substantiated.

6. Immediately, yet with dignity and respect for the accused, remove the accused from further involvement with children/youth, but continue to minister to him/her and his/her family in a caring and Christ-like manner.
7. With advice and participation of legal counsel, New Life Christian Church will promptly conduct a preliminary investigation. We'll not pre-judge the situation, but take every allegation seriously. We'll make a report under attorney-client privilege with our attorney and ask for further legal advice on how to handle the situation. We'll maintain appropriate confidentiality of all allegations and investigations since it will protect the privacy and reputations of all involved; reduce the risk that New Life Christian Church will be liable for defamation, etc.; and help preserve the attorney client privilege, where otherwise applicable.
8. Outside legal counsel should be designated as the spokesperson to law enforcement following notice of any possible abuse or molestation in connection with activities of the church. This spokesperson will be the only person to convey information concerning the situation and (to avoid compromising any ongoing investigation) will convey only such information as necessary under the circumstances.
9. Any contact with the media should be handled by a pre-determined spokesperson, which may or may not be the legal counsel. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments made prior to the conclusion of the investigation would be premature.
10. All ministry leaders, employees, and volunteer workers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of New Life Christian Church.
11. A written report of the basic information shall be kept to ensure on-going ministry and advocacy for the victims and others involved. An Abuse Report Summary Form (See Sample Form 6) for this purpose shall be available in the church office. The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It is to be written in ink (blue or black) to prevent it from being changed.
12. Bring closure to the investigation. If the accused is convicted, then discipline or dismissal may be appropriate. Counseling is always appropriate. If charges are unsubstantiated, the decision about whether to restore the accused to full employment or volunteer status will depend on a number of circumstantial factors. Consult legal counsel in this process.'

#### **Violation of Policy or Procedures**

1. Workers/volunteers must promptly notify the Senior/Associate Pastor/Elder Board of any activity undertaken on their own behalf or by others, which violates this policy or procedures.
2. Senior/Associate Pastor/Elder Board who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and

procedures by all workers/volunteers; and will remove workers/volunteers from their position if such removal is warranted, or if the worker/volunteer poses a potential threat to others.

#### **Annual Employee/Volunteer Review**

1. These policy and procedures should be conveyed for review every other year (review by Sept of the odd numbered year) along with the appropriate child protection to all volunteers, employees, coordinators, supervisors, and leaders to whom it applies.
2. All workers/volunteers should complete a brief renewal application once every other year (see Sample Form 2) or when personal information changes.
3. Should the renewal application show that any worker/volunteer has become unsuitable for working with children/youth, they will be removed from their current position, and will not be considered for other positions involving work with children/youth.

#### **Revision of Policy/Procedures**

These policy and procedures will be regularly reviewed with legal counsel and can be modified in accordance with the bylaws of New Life Christian Church. Any such modification should be promptly conveyed to all persons affected by the modification.

**Volunteer Candidate Screening Form – New Life Christian Church**

This form is to be completed by all volunteer candidates for any position with New Life Christian Church involving the custody or supervision of minors. The candidate must complete this form before he/she will be permitted to work with children or youth in any capacity. This form is being used to help New Life Christian Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. This form is not an employment application.

**Personal Information:**

Date \_\_\_\_\_

Full Legal Name \_\_\_\_\_  
Last First Middle

Other Names used (Include Maiden name, married names and aliases):

\_\_\_\_\_  
\_\_\_\_\_

Current Address:

\_\_\_\_\_

City State ZIP Code

Telephone: \_\_\_\_\_  
Home Cell Work

Social Security Number: \_\_\_\_\_ (needed for background check)

Driver's License Number/State: \_\_\_\_\_

Initial here if we have your permission to check your records with the Dept. of Motor Vehicles:  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If at the above address less than five (5) years, please list previous address. (Use additional paper if necessary)

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

City State ZIP Code

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Birth \_\_\_\_\_

**References**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_
3. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Signature \_\_\_\_\_

Parent Signature (if applicant under 18) \_\_\_\_\_

**Ministry**

Please indicate which youth or children’s ministry you desire to serve in

Date available to begin \_\_\_\_\_

Are there any times you would not be available to volunteer? \_\_\_\_\_

Gave your previously worked or volunteered for us? \_\_\_\_\_ (List Dates) \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

List any gifts, training, education, or interests, from which will help you in your ministry to children

**Background Information**

1. Have you ever been convicted of, or pled guilty to, or are any charges pending concerning any crime or misdemeanor involving actual or attempted child abuse, neglect, or molestation? If yes, please explain (attach a separate sheet if necessary).

Circle: Yes or No

2. Have you ever been charged with a sexual offense, offense relating to children or crime of violence? If yes, please explain (attach a separate sheet if necessary).

Circle: Yes or No

3. Have you ever been convicted of, or pled guilty to, or are any charges pending concerning any other crime? If yes, please explain (attach a separate sheet if necessary). Note: Conviction of a crime that does not involve any risk to children or youth is not an automatic bar to volunteer service.

Circle: Yes or No

4. Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children? If yes, please explain (attach a separate sheet if necessary).

Circle: Yes or No

5. Do you have any investigations, review, or disciplinary action pending by an employer, organization in which you volunteered, or professional association for sexual misconduct, violence or misconduct involving children? If yes, please explain (attach a separate sheet if necessary).

Circle: Yes or No

6. Are you aware of having any traits or tendencies that could pose any threat to child, youth or others?

Circle: Yes or No

7. Do you have any circumstances or patterns in your life, which would make it inappropriate for you to serve with children/youth or would compromise the integrity of New Life Christian Church?

Circle: Yes or No

**New Life Christian Church Volunteer Information Questions**

Name of Volunteer \_\_\_\_\_ Date of Conversation \_\_\_\_\_

Church Members Participating \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form is a guideline for an oral interview between two members of New Life Christian Church and a prospective volunteer. These questions will be shared with the prospective volunteer prior to the interview and information discussed during the oral interview. The interview will be confidential. Before an interview the volunteer should have filled out the application (Volunteer Candidate Screening Form), read through the policy annual and signed the acknowledgement form.

**Spiritual Background**

1. How did you become a Christian?
2. Was there someone in your life who influenced you in faith? Explain.
3. How do you keep your spiritual life fresh? Devotions, regular worship?

**Church Experience**

4. What brought you to this church?
5. How long have you been attending this church?
6. Are you a member of New Life Christian Church?

**Ministry Experience**

7. How did you hear about our ministry?
8. Why are you interested in serving in our ministry?
9. Describe your experience in related ministries or service.
10. What do you believe your spiritual gifts are and where can you best serve?
11. Are you currently involved in any other ministries?
12. Are you committed to sharing the love of Christ with others and assisting them in accepting Jesus Christ as their personal Lord and Savior?
13. Do you have any physical limitations, which would prevent you from performing specific kinds of work?
14. Is there anything about our procedures or the application you wish to discuss or have clarified?

**Prayer Requests** (close the interview with prayer)

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**Notes**

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**New Life Christian Church Youth/Children's Ministry Reference Letter**

Ministry Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

1. How long have you known \_\_\_\_\_ and in what capacity?
  
2. Have you observed \_\_\_\_\_ relating to children? What age group of children and what setting?
  
3. Based on your knowledge of \_\_\_\_\_ and observations would you recommend \_\_\_\_\_ to work with children in a teaching situation? Why or why not?
  
4. Do you have reason to believe that boys and girls left in \_\_\_\_\_'s care would be in any danger?
  
5. Do you know of any accusations or charges that have ever been made against \_\_\_\_\_ involving children (particularly child abuse)?
  
6. Do you feel \_\_\_\_\_ would be a "teachable helper" who would be willing to go along with "policy" that's in place where \_\_\_\_\_ would be involved?
  
7. Would \_\_\_\_\_ be available and faithful to her ministry assignment?
  
8. Do you have any other information you wish to add?



**Background Inquiry Release Form – New Life Christian Church**

In connection with employment or volunteer services (including contract for services) with New Life Christian Church, I understand that investigative background inquiries are to be made on me, including criminal driving and other reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that New Life Christian Church or its authorized agent will be requesting information from various federal, state and other agencies that maintain records concerning my past activities relating to my driving, criminal, civil and other experiences as well as claims involving me in the files of insurance companies.

READ CAREFULLY: I hereby acknowledge and agree that New Life Christian Church SHALL NOT BE LIABLE for the use of inaccurate or incomplete information provided to them by an investigative firm or authorized agent with which New Life Christian Church contracts or subcontracts in connection with this release. Additionally, any investigative firm or authorized agent SHALL NOT BE LIABLE for gathering or use of inaccurate or incomplete information in connection with this release.

I authorize without reservation, the Custodians of Records and other sources of information pertaining to me to release any and all records and information upon presentation of this signed release.

I hereby waive any privilege that may exist with regard to such records and express my desire that the investigator be given full and complete access to any records, without the custodian obtaining further consent from me.

I understand that the information obtained by New Life Christian Church pursuant to this release is confidential and will be protected as much as reasonably possible. I understand that my employment or volunteer position with New Life Christian Church is conditioned upon acceptable results of the background inquiry as determined by New Life Christian Church. I also understand that matters appearing on the background inquiry will not necessarily disqualify me from employment or a volunteer position with New Life Christian Church.

I further agree that a reproduced copy of this release shall have the same force and effect as the original. This authorization is valid for the entire period of my employment or contract with New Life Christian Church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

Parent/Guardian Signature \_\_\_\_\_

**Volunteer's Policy Manual Acknowledgment**

I have received a copy of New Life Christian Church's Policy Manual for Volunteers Working with Children and Youth manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at the church.

Further, I understand that the Policy Manual for Volunteers Working with Children and Youth may be modified at any time, and that any guideline ay be amended, revised, or eliminated at any time by the church.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply an employment relationship between the New Life Christian Church and me.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the Policy Manual for Volunteers Working with Children and Youth Manual.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

**Confidential Renewal Application**

**Applicant Information:**

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
City State ZIP Code

**Questions:**

1. Have you ever been convicted of, or pled guilty to, or are any charges pending concerning any crime or misdemeanor involving actual or attempted child abuse, neglect, or molestation?  
Circle one: Yes or No
  
2. Have you ever been charged with a sexual offense, offense relating to children or crime of violence?  
Circle one: Yes or No
  
3. Have you ever been convicted of, or pled guilty to, or are any charges pending concerning any other crime?  
Circle one: Yes or No
  
4. Have you ever been the subject of a civil lawsuit involving, or an investigation of allegation of, sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children?  
Circle one: Yes or No
  
5. Do you have any investigation, review, or disciplinary action pending by an employer, organization in which you volunteered, or professional association for sexual misconduct, violence or misconduct involving children?  
Circle one: Yes or No

**Are you aware of:**

1. Having any traits or tendencies that could pose any threat to children, youth or others?  
Circle one: Yes or No
  
2. Any circumstances or patterns in your life, which would make it inappropriate for you to serve with children/youth or would compromise the integrity of New Life Christian Church?  
Circle one: Yes or No

Please explain any yes answers (if additional room is needed use back of form):

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

**Authorized to Dispense Medication**

Please note that participants are not allowed to keep medications, even non-prescription medications, they might bring to a New Life Christian Church event, with them.

Exception: medications such as Epipenes, inhalers, etc. that are needed on an emergency basis will be allowed to stay with the participant, but still will need to be listed on this form.

All medication must be checked in with the selected teacher/chaperone upon arrival. All medication must be in its' original bottle or package, which should have administration instructions and the child/youth's name clearly indicated. Medication includes baby powder and ointments during diaper changing.

Teachers/chaperones will keep a record of the reason the medication was given, time of administration and dosage given. Parents/Guardians will be informed at the earliest possible time about the administration.

Child/Youth Name (Please print): \_\_\_\_\_

**List of medications (prescription and non-prescription)**

Medication Name	Instructions for Administering (Including dosage, time, etc.)	Reason for Medication

I authorize the above listed medications to be given to my child/youth, as indicated.

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

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Medication Name	Time Given	Dosage Given	Date Given

I authorize the above listed medications were given to \_\_\_\_\_, as indicated.  
(Name of child/youth)

Signature of Teacher/Chaperone: \_\_\_\_\_ Date: \_\_\_\_\_



**Abuse Report Summary**

Name: New Life Christian Church  
Current Address: 1910 City Rd 82  
City: Alexandria

County: Douglas  
State: MN                      Zip: 56308

This form shall be filed in a secure place in order to ensure confidentiality. Please write in ink (black or blue) to prevent it from being changed.

Please be brief and contain only factual information relevant to the situation.

Printed Name:  
Current Address:  
Signature:

Phone Number:  
  
Date: