

Scullville Bible Church

CHILDREN'S MINISTRY

VOLUNTEER PROCESS & APPLICATION

September 2023

Thank you for your interest in serving God by serving kids and families at Scullville Bible Church. We share your passion for discipling and loving Christ's kids! In an attempt to provide the most secure, safe, and spiritually healthy environment for our children and volunteers, we require the following as a part of our children's ministry volunteer process. No volunteer will be able to serve unless the following steps have been completed:

- All children's ministry volunteers must attend Scullville Bible Church services for at least SIX months *and* become participating members before being considered for volunteer positions.
- All children's ministry volunteers must fill out the confidential children's ministry application, which will require (among other things):
 - + testimony/evidence of an active and personal faith in Jesus Christ
 - + **a comprehensive background check**
 - + contact information from your last 2 churches/ministry leaders
 - + at least 2 personal/professional references (not immediate family)
 - + a signed statement of accountability to our church's leadership & a commitment to following church doctrine/approved curriculum
- **All potential children's ministry volunteers and teen helpers will have their confidential documents/full background check* reviewed by our interview team, be personally & privately interviewed to discuss their application and those findings, and must have their application approved before being able to serve.**
- All approved children's ministry volunteers will be required to participate in ministry training, basic first aid training, and safety & security training for their positions before serving.
- New children's ministry volunteers will be partnered with qualified and existing children's ministry leaders (non-family members; males with males, females with females or with 3 volunteers) as apprentices for a probationary period of 4-6 months before being able to teach/lead a classroom as the primary teacher/leader. Teen helpers must be partnered with adults.
- All existing children's ministry volunteers will be background checked, reviewed, and approved for children's ministry annually. Any changes in legal or moral status that would negatively impact the church, our children's ministry, or your serving capacity should be communicated immediately to the Pastor or Children's Ministry Director.

**** Any background checks that reveal a recent or repeated pattern of violence toward, sexual misconduct involving, or a conviction regarding criminal sexual activity against any person, but especially women or minors, will be discussed privately and graciously, but WILL lead to disqualification from serving specifically in our women's, children, and teen ministries. Additionally, the church will follow and require all of the legal responses to any identified Megan's Law offenders. All other issues of concern or potentially disqualifying issues that arise on the background checks or interview questions will be prayerfully considered, discussed, and decided on a case-by-case basis.***

Scullville Bible Church
CHILDREN'S MINISTRY APPLICATION

*Please complete and return the following confidential application completely so that we may best evaluate your application for service and run the appropriate background checks.
A signature is required for the application, waiver, and policy review.*

Legal Name(s) _____ **Date of Application** _____

Social Security # _____ **Birthdate/Age** _____

Driver's License # _____ **Exp. Date** _____

Current Address _____ **Best Phone #** _____

Past Addresses _____

What is your marital status? _____ **Spouse's name (if applicable)** _____

Does your spouse attend church with you _____

Do you have any children? _____ **If so, please list their names and ages below.**

Name	_____	Age	_____
Name	_____	Age	_____
Name	_____	Age	_____
Name	_____	Age	_____
Name	_____	Age	_____

How long have you been attending Scullville Bible Church? _____

Are you a member of this Church? _____ **If not, would you like to become one?** _____

Briefly share the testimony of how and when you became a Christian on the lines below.

What other Churches have you attended or been a member of in the last 10 years?

Church _____ Years Attended _____
Contact Person _____ Phone Number _____
Why did you leave? _____

Church _____ Years Attended _____
Contact Person _____ Phone Number _____
Why did you leave? _____

Church _____ Years Attended _____
Contact Person _____ Phone Number _____
Why did you leave? _____

Have you served in Children's Ministry before? _____ If so, please put the names and contact numbers of your previous ministry leaders below and what ministry role you played as a part of that church.

Ministry Leader _____ Phone Number _____
Ministry Role _____

Ministry Leader _____ Phone Number _____
Ministry Role _____

Ministry Leader _____ Phone Number _____
Ministry Role _____

Are there any legal, moral, or other issues (in your present or your past) that could potentially disqualify you from serving in the ministry to children that you need to inform us of and discuss privately?

YES _____
NO _____

If you feel comfortable sharing any of that information now, please use the lines below:

Please (in addition to the ministry leaders you already named above) list 2 personal or professional references (non-family members) who could speak about your qualifications for children's ministry service.

Name _____ Phone Number _____
Relationship to you _____

Name _____ Phone Number _____
Relationship to you _____

Please read and sign the following statement of accountability:

As a potential volunteer of the Scullville Bible Church children's ministry team, I give my permission for the church to use and keep my personal and private information to do the appropriate background checks for Children's Ministry service. I will not hold the church liable for denials of service or dismissals of service connected to the above.

Furthermore, I agree to submit to the ministry leadership and to refrain from teaching doctrine or curriculum in children's ministry that is in conflict with the Scriptures, the Church's Constitution, the church's policies, or which has not been approved by the church's leadership.

I will follow the church's training and policies (as described in pages 5-9 of this document) with regard to safety, security, and spiritual health as a children's ministry volunteer

PRINT NAME _____ **DATE** _____

SIGNATURE _____

Scullville Bible Church
**CHILDREN'S MINISTRY
POLICIES & PROCEDURES**

1. Follow the VOLUNTEER SCHEDULE and the policy for SCHEDULE CHANGES

The children's ministry leaders have adopted a policy of a rotating schedule of volunteers in order to maximize volunteer involvement, avoid volunteer burnout, and introduce more of our kids/volunteers to one another. That schedule will be published regularly and we ask our volunteers to commit to and follow that published schedule.

If an occasional change in schedule is required (due to sickness, emergencies, or schedule conflicts), please contact other qualified and approved volunteers to switch with you and then let the scheduler know of the change. Please **DO NOT** just call the church office or call out without first arranging a switch.

If you need to come off the schedule for a season, please attempt to finish out the published schedule and give the scheduler plenty of time to find, screen, and prepare another volunteer.

2. Be EARLY and PREPARED and FOCUSED.

All volunteers are required to be prepared and in their classrooms on their scheduled days at least 15 minutes before class begins. Guests will usually be early. Other volunteers may need to drop off their kids so they can get to their areas of service. So, be there and be prepared (ie, have yourself/your nametag, your curriculum, and your classroom ready) so that you may receive and give your full attention to these new and returning students/parents from the time they arrive until the time they are checked out.

We ask our children's ministry volunteers to wear safe, comfortable, clean, inoffensive, and modest clothing so that they can play with, care for, and serve our kids without distraction.

3. CHECK IN new and returning families & get EMERGENCY CONTACT info

Welcome new families/new children and have them fill out the *Jr. Church Registration and Emergency Contact Form (the yellow book – located in the classroom)* and give them a copy of the *New Family Information Card** and their child's *Check Out Tag**.

Children should get their *Name Tag/Sticker** upon registration. ****DO NOT HAVE YET***

Review any food allergies or special/medical needs with the parent. And, briefly, review and answer questions regarding the emergency, emergency contact, and check-out procedures.

Families/children that check-in or pick-up late on a consistent basis may need to have a conference with the ministry leaders to discuss the impact that lateness has on the children, the teachers, and the classroom as a whole. The repercussions of consistent lateness will be addressed and determined on a case-by-case basis.

4. Always have TWO or MORE approved teachers/helpers present

No child should ever be left alone in a classroom or be alone with only one approved adult or teen helper. There must always be AT LEAST TWO approved volunteers (one must always be an adult) with a child or a classroom. If an additional teen or substitute helper is needed, please contact one of the other approved volunteers on the list.

5. PARENTS or FRIENDS in the classroom

Typically, only qualified and approved volunteers are allowed into our classrooms. Parents (after checking their child in) are encouraged to leave their children in our safe and caring classrooms while they attend their own age-appropriate services. But, occasionally, a parent/guardian may need to stay with, soothe, or otherwise be in the classroom temporarily with their child.

If the parent comes into the classroom, that parent needs to have a guest name tag*, sign the waiver*, and is encouraged only to stay as long as is necessary to address the issue and then to return to the adult church. The parent must not distract the teacher or the other children from the lessons and activities that are going on. Nor are they allowed to be alone with, lead children in activities or lessons, or care for any other child except their own.

If a child comes with a friend or a sibling that is not in the same age group, the slightly older child/friend (as long as it is not disruptive or unsafe) may attend together with the younger child's age group for a few weeks. Ideally, however, each child should be in their own age specific classroom.

If a child cries inconsolably for more than 10 minutes, if there is a major discipline issue (minor discipline issues can be discussed after the services and privately), or a special medical, physical, or other need, please place a call to the child's parents or send a volunteer up to have the parent come down.

****DO NOT HAVE YET***

6. Follow BATHROOM/DIAPER CHANGING/TOUCH guidelines

Men are NOT allowed to change diapers (unless it is their own child) in our children's ministry. No diaper should be changed without two volunteers present. Care should always be taken to ensure that the child is secure & safe on the changing table and that sanitary diaper changing procedures (including washing/sanitizing hands before and after) are carefully followed. Dirty diapers should be disposed of properly.

Parents are encouraged to take their older children to the restroom prior to our services. But, in the case of an emergency, the children's ministry volunteers may take the entire class on a bathroom break, send a volunteer and least two children, or send a child with the appropriate volunteers.

If another adult already is in the bathroom, the children should wait until that adult has finished and left the bathroom area completely. If the children are using the bathroom the adults must wait until the children have finished and left the bathroom area completely.

Volunteers should always stay outside of the bathroom/bathroom stalls while the children are using the restroom. If assistance is required a same-sex volunteer may go into the bathroom to verbally assist or direct the child. But the bathroom doors and stalls must remain propped open. If a child needs physical help cleaning themselves only a female volunteer may assist that child. A second volunteer must also be present.

Flushing and hand washing is required and students should be promptly escorted back to their classroom/activity.

Spanking, slapping, hitting, pinching, poking/tickling/wrestling, grabbing (unless it is for the safety of the child), extended or forced hugging, kissing, inappropriate touching, or physical discipline of any sort will not be tolerated on our campus, classrooms, or activities.

Rocking, holding/carrying, holding hands while you walk, or gentle patting on the back (for infants and toddlers) is acceptable. And, appropriate (non-sexual, non-prolonged, non-private) side-hugging, high-fiving, patting on the upper back or shoulder may be appropriate for older children.

7. Keep your classroom SECURE and Release children only to APPROVED PARENT/GUARDIAN

For the safety and security of our children and our volunteers, once the class/service begins, the external doors to the children's areas should be closed and whenever possible and safe to do so, locked. Exit doors without panic assembly hardware may not be locked. Signs* will be placed at the kid's entry points that will tell appropriate late-comers how to access the classrooms and the children's ministry spaces. ****DO NOT HAVE YET***

Unauthorized people are not allowed into the children's ministry spaces or classrooms. If they need to use the restrooms and children already in the restroom, ask the adults to wait until the children are finished and safely removed. Otherwise, teenagers, parents, or otherwise idle adults who need to use the restrooms or who enter the kid's areas should be directed to more appropriate spaces.

If you feel unsafe or if an unwanted/uninvited/unauthorized person will not leave, lock your door, call security, or call 9-1-1.

Upon dismissal, children should be either escorted directly to their parents by their teachers/children's ministry volunteers. Or, released from the classrooms to those parents/guardians who have the appropriate check out tag.* ***DO NOT HAVE YET.***

8. Understand Emergency Protocols – Fire, Sickness, Injury, Intruder, etc...

There is a phone in the church offices at the gym and in the closet under the balcony stairway in the church building. However, we encourage our volunteers to check their coverage and to keep their cell phones on or near them at all times.

If a child becomes sick (vomits, has a fever, etc...) or has a minor injury, have yourself or one of the other volunteers call the parents (and any additional volunteers you may need) to come down immediately and address the issue. If first aid is required, there are first aid kits located _____.

If there is a loss of consciousness, significant blood loss, difficulty breathing, call 9-1-1 immediately and provide basic assistance however you can. Send another volunteer for help. Keep the other children safe and calm until assistance arrives.

Later, document what happened on the ***Incident Report**** ***DO NOT HAVE YET.***

In the case of fire, there are maps in all of our buildings that show where all of the fire extinguishers and emergency routes/exits are. Please familiarize yourself with those locations and review them with your fellow volunteers and children. In the case of a small fire, the volunteer may attempt to use the fire extinguisher. In the case of a larger fire, gas leak, or any other emergency that requires you to leave the building, have yourself or one of the other volunteers call 9-1-1 and calmly and carefully gather up your class and have them walk hand-in-hand with you out of the building, away from the building, and to a safer space. Stick together. Double check as you exit to make sure you have all of your students. Do not release the students until their parents/guardians come to get them and sign them out.

In the case of an unwanted intruder or active shooter, lock/barricade your doors, call 9-1-1, and seek cover/shelter away from the door and in a secure corner of the room. PRAY.

9. REPORT anything troubling

If you observe abuse, the signs of abuse, or if a child confides in you about instances of abuse, you are required by law to report it. Tell appropriate church leaders and we will help report it to the proper authorities.

If a parent/guardian is upset, angry, or has a problem with something, you are not expected to handle it alone. Let a pastor, children's ministry leader, or deacon know so that we can help you respond to it.

If something is broken or unsafe in your space, if you need something to serve the kids better, if someone is hanging around that shouldn't be, if a student is missing for a number of weeks without explanation, if something just seems "off" with a child or an individual or a part of the facility, report it and we can take appropriate action. Better safe than sorry.

10. CLEAN/SANITIZE classroom after use

We do not expect you to do a deep clean of your space every Sunday, but if you are able to clean up your tables and chairs, clean up your floors and counters, clean up your toys and trash that will go a long way towards keeping our spaces clean, sanitary, and organized for the next team's use. If there is food trash or dirty diapers, please dispose of them properly.