

BVC Children's Ministry
Servant Application
 (Revised 9/18/17)



Thank you for your desire to serve as a teacher/volunteer in the children's ministry at Bear Valley Church. This includes nursery care through 5th grade classes in both services as well as other ministries to children at BVC. Sunday school teachers lead the class and each class will typically have a helper in the classroom as well. Sunday school scheduling is done mainly through Planning Center which can send online, text and/or email scheduling requests and reminders.

| Contact Information | | | |
|---------------------|--|---|-------------------------------|
| Name | | | |
| Street Address | | | |
| City ST ZIP Code | | | |
| Home Phone | | | |
| Cell Phone | | Texting: Yes <input type="checkbox"/> No <input type="checkbox"/> | Provider (ATT, Verizon, etc): |
| E-Mail Address | | | |
| Birthday | | Marital Status: | |

| More Information | | | |
|---|--|------------------|--|
| Are you a member or regular attender of BVC? | Member <input type="checkbox"/> Attender <input type="checkbox"/> | For how long: | |
| Do you have experience serving in Children's Ministry? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Past experience: | |
| Have you done a LiveScan fingerprinting for BVC? | Yes <input type="checkbox"/> No <input type="checkbox"/> (one will be required if not previously done) | | |
| Have you ever been arrested, convicted, or removed from employment or volunteer work because of abuse, molestation, other deviant acts or accusation thereof? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| Where would you like to help? | |
|---|---|
| Please check one or more classes you would like to help with: (1 st service is 9am-10:15am and 2 nd service is 10:45am-12pm) | Select Here (hold ctrl to select more than one): |
| <input type="checkbox"/> 1 st service nursery (1 Sunday each month) <input type="checkbox"/> 1 st service 2-3 year olds (2 weeks out of every 6 weeks) <input type="checkbox"/> 1 st service 4 year – kindergarten class (2 weeks out of every 6 weeks) <input type="checkbox"/> 1 st service 1 st – 2 nd grade class (2 weeks out of every 6 weeks) <input type="checkbox"/> 1 st service 3 rd – 5 th grade class (1 month out of every 3 months) <input type="checkbox"/> 2 nd service nursery (1 Sunday each month) <input type="checkbox"/> 2 nd service preschool – kindergarten class (2 weeks out of every 6 weeks) <input type="checkbox"/> 2 nd service 1 st – 5 th grade children's church (1 month out of every 3 months) <input type="checkbox"/> OTHER Ministry: Women's Ministry Childcare, AWANA, MOPS, etc. | |

Expectations

We desire to clearly communicate our expectations for children's ministry servants. God willing a servant will:

- **Be a believer in Jesus Christ**
- **Be faithful** in attendance to the Sunday morning worship service at BVC
- Respect and submit to the leadership of the children's ministry and church
- **Be responsible** for checking phone, text or email for communication
- Show up on time to the class they are assigned
- **Be prepared** for the class, help parents sign children in and out, and be mindful of children's individual needs (allergies, fears, family situations, etc.).
- **Always treat children in the classes with respect**
- Never harass, intimidate, discipline or yell at a child

Personal Relationship with Christ

Have you come to a place in your spiritual life where you can say for certain that if you were to die you would go to heaven? Yes No

Suppose you were to die today and stand before God and He were to say to you, "Why should I let you into my Heaven?" What would you say?

Teacher Commitment

I have read the expectations for serving in the children's ministry and I desire to serve in this capacity. I have read and will adhere to BVC's Statement of Faith and Child Safety Policy. I will serve faithfully to glorify Christ Jesus, my lord and savior.

Signed:

Date:

Bear Valley Church Child Safety Policy

(Revised 9/2017)

Policy

Our goal for all children attending Bear Valley Church is that each one develops a personal relationship with Jesus Christ. A prerequisite to accomplishing that goal is to provide a safe, secure, loving environment where children can participate and where parents feel comfortable leaving their children. Our first line of defense in keeping children safe is the application process that all staff and volunteers must complete prior to serving regularly in a classroom or nursery. This policy is intended for all people who work with children at BVC regardless of the specific ministry with which they are involved.

Servant Application Process

The application process includes 3 steps:

- Fill out the “BVC Children’s Ministry Servant Application” (or ministry-specific application) and turn this into the church office or the leader of the ministry in which you would like to serve.
- Complete the Live Scan background check process for BVC.
- Meet with the leader of the ministry you desire to help in

Servant Expectations

We desire to clearly communicate our expectations for children’s ministry servants. God willing a servant will:

- Be a believer in Jesus Christ
- Be faithful in attendance to the Sunday morning worship service at BVC
- Respect and submit to the leadership of the children’s ministry and BVC
- Be responsible for checking phone, text or email for communication
- Show up on time to the class they are assigned
- Be prepared for the class, help parents sign children in and out, and be mindful of children’s individual needs (allergies, fears, family situations, etc.).
- Always treat children in the classes with respect
- Never harass, intimidate, discipline or yell at a child

Servant Supervision

Classroom procedures

- Two workers should be present in every class if possible.
- Windows are to be kept unobstructed and doors unlocked.
- Appropriate touching (handshake, “high five”, etc.) should be kept at a minimum.
- One on one meetings with children under 5th grade are not allowed. Parents must be notified before any meeting and another adult must be present. A ministry leader should also be notified of the meeting.
- It is each adult worker’s responsibility to help safeguard children.
- Any inappropriate conduct, questionable relationship or unsafe situation should be reported immediately and the ministry leader should be notified as soon as possible. See the section on reporting procedures below.

Check-in/Checkout procedures

- It is the adult worker’s responsibility to follow proper check-in and checkout procedures for their class/ministry.
- Workers should help parents to follow these procedures.
- Workers should not transport a child to their home, the child’s home or anywhere else without permission from the child’s parents. Another person should be present while transporting any child.

Restroom procedures

- Workers should avoid being alone in a restroom with a child. It is suggested they stand outside the door and enter the restroom only when it is necessary to assist a child, or when someone else enters the restroom.
- In the nursery and toddler classes, diapers are to be changed only in designated areas in the presence of other workers.

Reporting procedures

- Definition of Child Abuse - defined by “The National Committee for Prevention of Child Abuse”
 - Physical Abuse: Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.
 - Neglect: The failure to provide a child with the basic needs including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.
 - Sexual Abuse: The sexual exploitation of a child by an older person as in rape, incest, fondling, or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or for economic reasons.
 - Emotional Maltreatment: A pattern of behavior that attacks a child’s emotional development and sense of self-worth, such as a constant criticizing, belittling, manipulation; also providing no love, support, or guidance.
- If a worker suspects that a youth or child attending BVC has been abused, they shall immediately report the suspected abuse to a pastor of BVC. They shall not interview the child and shall not discuss the suspected abuse with any other person except proper authorities. The worker may be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained where ever possible.
- The Bear Valley Springs Police Department will be called on all alleged abuse situations. This call will be made by one of the pastors of BVC.
- We will take all allegations seriously and not pre-judge the merit of the case. Showing care and support helps to prevent further hurt.
- We will treat the accused/suspected person with dignity. However, they shall be relieved of their position of service as a necessary precaution until the investigation is completed.
- If your concern is with a worker or staff member who might be mistreating a child or making the environment unsafe in anyway please report this to a pastor immediately. There will be no reprisals and all such reports will be taken seriously and, if possible and biblical, confidentially.
- Failure to follow these reporting procedures can result in immediate dismissal from service in the children’s ministry. It is not up to your discretion but to the discretion of the pastors and ministry leaders which situations need to be communicated to parents and authorities. In many cases, pastors are mandatory reports in these situations.

As a representative of the Lord and of Bear Valley Church, it is imperative that you don't put yourself in a position where you could be falsely accused of improper conduct. If you are alone with a child, and they make an accusation against you, you will have no one who can testify of your innocence.

BVC Children's Ministry
LIVE SCAN INFO
(Revised 9/18/17)



As part of our commitment to keeping our children safe, BVC participates in a fingerprint program called LIVE SCAN. Your fingerprints will be used to run a background check for any history of abuse or violence. Once this process is done for one ministry of BVC, it does not need to be completed again.

The Process

- 1) Fill out a Children's Ministry Sunday School Teacher Application if you haven't already.
- 2) Fill out the third section of the "Request for LIVE SCAN Service" form.
- 3) Take the form to any Live Scan facility and they will take your fingerprints. They will charge you a 'rolling fee' of around \$20. They should not charge you the fee that goes to the Department of Justice. The church pays this directly through a billing account with the state.
- 4) Return the completed Live Scan request form to your ministry leader or Pastor Brandon.
- 5) Turn in the receipt for the \$20 rolling fee with your name on it to your ministry or Pastor Brandon and the church will reimburse you.
- 6) The results of the scan are confidential and should there be any issue a pastor or elder will discuss it with you.

LIVE SCAN Facilities

Tehachapi Police Department
220 West C Street
Tehachapi, CA 93561
661-822-2222
Tuesday, Wednesday and Thursday 10am-3pm by appointment only

The UPS Store
1121 West Valley Blvd - Suite I
Tehachapi, CA 93561
Walk in and appointments during store hours
Cash or Credit/Debit Card

If you have any questions, please call or email the church office at 661-821-0183 or contactus@bearvalleychurch.org.

Thanks! We are grateful for your service and desire to keep our children safe!
BVC Children's Ministry



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

AB386
ORI (Code assigned by DOJ)

Volunteer
Authorized Applicant Type

Children's Ministry Volunteer
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Bear Valley Church
Agency Authorized to Receive Criminal Record Information

12629
Mail Code (five-digit code assigned by DOJ)

26180 Plateau Way
Street Address or P.O. Box

Brandon Kirby
Contact Name (mandatory for all school submissions)

Tehachapi CA 93561
City State ZIP Code

(661) 821-0183
Contact Telephone Number

Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex Male Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number 149396
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number
(Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: N/A
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

N/A
Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed