



# Ministry Application

For Leaders and Volunteers

This document is used for screening purposes and will remain confidential unless disclosure is required by law

**NOTE:** SGBC is committed to the safety of the children under our care, therefore all Children's Ministry volunteers must complete a criminal background check before being permitted to serve.

## GENERAL INFORMATION

Name (First, Middle, Last): \_\_\_\_\_  
Street Address : \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_@\_\_\_\_\_  
Occupation: \_\_\_\_\_  
Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status: \_\_\_\_\_ Anniversary \_\_\_\_/\_\_\_\_/\_\_\_\_  
Spouse's Name: \_\_\_\_\_  
Children's Names and Ages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MINISTRY INTERESTS

What ministries have you served with in the past? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What SGBC ministries are you serving in/have an interest in? (Check all that apply)

- Music Ministry    Writing Ministry    Media/Web    Sound/Video  
 Nursery    Sunday School    Children's Church    Administrative  
 Kids 4 Truth    Youth    Cleaning    Other \_\_\_\_\_  
\_\_\_\_\_

## BACKGROUND INFORMATION

Are you a member of SGBC? Yes \_\_\_ No \_\_\_ How long? \_\_\_\_\_  
If you are not currently an SGBC member, are you a born again believer in Jesus Christ? Yes \_\_\_ No \_\_\_ Are you planning on becoming a member? Yes \_\_\_ No \_\_\_  
How long have you been attending SCBC? \_\_\_\_\_

Have you ever been disciplined? Yes \_\_\_ No \_\_\_ By whom? \_\_\_\_\_  
What SGBC ministries or groups are you currently involved with/attending? \_\_\_\_\_

\_\_\_\_\_

Do you understand and agree with the doctrinal statement of SGBC? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been accused or convicted of a crime? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

(Only answer this question if you wish to be involved in Children's Ministry/Nursery/Youth Ministry) Is there anything in your background that would disqualify you from working with children? (child abuse, communicable diseases, etc.) If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Are you engaged in any habitual sins that could harm your testimony, or bring derision upon this ministry and the name of Jesus Christ? (Pornography, sexual immorality, substance abuse, illegal/criminal activity, etc.) If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

### **CURRENT WALK WITH THE LORD**

Give a passage of Scripture that has been particularly important to you lately. Explain how God has used it in your spiritual growth. \_\_\_\_\_

\_\_\_\_\_

What are some recent burdens on your heart that you've committed to prayer?

\_\_\_\_\_

\_\_\_\_\_

### **MISCELLANEOUS MINISTRY QUESTIONS**

What experience, gifts, and talents do you have that you believe would be useful in ministry? \_\_\_\_\_

\_\_\_\_\_

What fruits do you hope to see as a result of your involvement in this ministry?

\_\_\_\_\_

What is your motivation for serving in this ministry? \_\_\_\_\_

Relative to your ministry interests, in what ways do you hope to grow and improve? \_\_\_\_\_

**Do not write below this line-----**

**SGBC LEADERSHIP REVIEW**

What ministry position is this person applying for? \_\_\_\_\_

If this member desires to serve in Children’s Ministry, have they completed a criminal background check? \_\_\_\_\_

Date completed: \_\_\_/\_\_\_/\_\_\_ Results: \_\_\_\_\_

If this person desires to serve in Children’s Ministry, have they completed training in child protection procedures? Yes \_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ No \_\_\_

Have they completed ministry-specific training? If so, when, and please describe training: \_\_\_\_\_

If this person desires to serve in Children’s Church or Sunday School, do they wish to serve as a substitute or a regular teacher? \_\_\_\_\_

Does this person desire to be a helper or teacher? \_\_\_\_\_

Elder’s comments on this application: \_\_\_\_\_

Is this person approved to serve in this ministry? \_\_\_\_\_

What is the plan for using this volunteer going forward? \_\_\_\_\_

Signature of reviewing Elder: \_\_\_\_\_

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

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



### CRIMINAL RECORDS CHECK AUTHORIZATION

I hereby give my permission for Saving Grace Bible Church to obtain information pertaining to any charges and/or convictions I may have had for federal and state criminal law violations. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with Saving Grace Bible Church. I also understand that as long as I remain an employee of Saving Grace Bible Church, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Saving Grace Bible Church, and each of their officers, directors, employees and agents harmless from and against any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee or volunteer.

Please Print Name exactly as it appears on your driver's license:

\_\_\_\_\_  
First Name      Middle Name      Last Name      Maiden Name (if applicable)

\_\_\_\_\_  
Street Address      City      State      Zip Code

\_\_\_\_\_  
Home Phone      Cell phone

\_\_\_\_\_  
Driver's License Number      State Issued      Date of Birth      Social Security Number

\_\_\_\_\_  
Please Print All Aliases if Applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# POLICY FOR REDUCING THE RISK OF CHILD ABUSE

(Signature Page – Do Not Remove)

## I. Purpose

Due to the increase of sexual molestation accusations occurring in churches, this policy has been enacted at SGBC. We have six major objectives in establishing this policy:

1. Make our church a safe place for children.
2. Lower our church's legal risk by establishing a program that meets the test of reasonable care.
3. To protect the workers of our church from false allegations of abuse.
4. Establish a procedure to deal with allegations if they were to occur.
5. Comply with guidelines recommended by our liability insurance provider.
6. Design a program that meets the above goals while maintaining the integrity of church programs and staffing needs.

## II. Policy Adherence

The following people are required to adhere to this policy:

- Any adult who works with children under the age of 18, in any SGBC ministry or function. Minor helpers must also abide by all of our child protection procedures, though they do not have to undergo a background check.

## III. Agreement

All the above people listed in **Section II** above will agree to the following:

- Pray for the safety of our children and our church on a regular basis;
- Complete and submit a **Ministry Application for Leaders and Volunteers**, including signed acknowledgment pages for the *Policy for Reducing the Risk of Child Abuse* and *Rules for Volunteers and Staff Working With Children Under the Age of 18*, and a completed and signed release allowing us *Authorization for Criminal Records Check* (this is to be renewed every 2 years);
- Attend all informational meetings that relate to this issue; and
- All paid employees (anyone receiving regular income from SGBC) and volunteers may be asked at any time to agree to a criminal record check, fingerprinting as recommended by the Florida Department of Law Enforcement, our liability insurance provider and the Christian Law Association.

***I have completely read, and agree to comply with, the above policy set forth by Saving Grace Bible Church.***

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

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

**RULES FOR VOLUNTEERS AND STAFF  
WORKING WITH CHILDREN UNDER THE AGE OF 18  
(Signature Page – Do Not Remove)**

*These rules have been enacted in order to provide the safest environment for our children, to comply with liability insurance recommendations, and to protect the volunteers and the church from litigation in case an alleged incident was to happen. Praise God for His protection over our workers and children. These are precautionary measures we must take in order to exercise “reasonable care” in insuring for the safety of God’s children who are entrusted to our care.*

- 1) You are not to act as the child’s “friend” in a children’s friendship manner. You are his or her teacher and/or supervisor. You must always maintain your proper respect and authority status and act accordingly. This does not mean you cannot act friendly, but it does mean that you, at all times, act with the respect and dignity that is befitting your position of ministry.
- 2) As much as possible, no person should ever be alone with a child (at church, a trip, or in a car). If at all possible, always try to have at least one other adult present. The “buddy system” will help prevent most abuse or alleged abuse situations.
- 3) Church workers should never have their students or other students stay at their homes overnight. (This does not include children of worker’s friends).
- 4) Church nursery workers who deal with diapers should adhere to the following procedures:
  - Always endeavor to wear rubber gloves.
  - Never apply lotion or powder.
  - A cloth or wipe should always be between you and the child.
- 5) Men should never change diapers or be alone in the Nursery area.
- 6) If possible, avoid assisting a child age 4 or older who has wet or soiled his or her clothes. Endeavor to instruct him or her on how to clean himself or herself without your direct assistance (as frustrating as that may be). You may hand him or her what he or she needs, but do not directly clean or wash the child. If the child is unable to clean himself or herself, contact the parent.
- 7) Avoid helping a young child with his or her zipper or pants/skirt. Have a large Td shirt available for them to wear to cover such problems, but do not touch the child’s body.
- 8) Do everything you can to inform the parents about their child’s activities at SGBC. Remember the children are the parent’s responsibility. You cannot assume the responsibilities of the parent even if the parent(s) are not treating the child as well as you feel they should. Report to the parent any incident involving their child, and summarize the discussion in your Class Incident Report. ALWAYS TAKE ATTENDANCE AND COMPLETE THE INCIDENT REPORTS WHICH ARE IN YOUR FOLDERS.
- 9) Report any suspicions of abuse (an incident at church or suspected parental abuse) to the Children’s Ministries Pastor or any Elder.
- 10) A person should never touch a child in an inappropriate manner.
- 11) Workers should avoid letting school aged children sit on their lap.
- 12) Anyone with a careless driving record, or a DUI, will not and shall not be allowed to drive in church car pools.
- 13) All church outings and transportation must be approved by the Children’s Ministry Elder.
- 14) If adult supervision is not adequate for the appropriate age group, the activity will be cancelled.

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

**Please Print Name:** \_\_\_\_\_

## **RULES FOR VOLUNTEERS AND STAFF WORKING WITH CHILDREN UNDER THE AGE OF 18**

*These rules have been enacted in order to provide the safest environment for our children, to comply with liability insurance recommendations, and to protect the volunteers and the church from litigation in case an alleged incident was to happen. Praise God for His protection over our volunteers and children. These are precautionary measures we must take in order to exercise "reasonable care" in insuring the safety of God's children who are entrusted to our care.*

1. You are not to act as the child's "friend" in a children's friendship manner. You are his or her teacher and/or supervisor. You must always maintain your proper respect and authority status and act accordingly. This does not mean you cannot act friendly, but it does mean that you, at all times, act with the respect and dignity that is befitting your position of ministry.
2. As much as possible, no person should ever be alone with a child (at church, a trip, or in a car). If at all possible, always try to have at least one other adult present. The "buddy system" will help prevent most abuse or alleged abuse situations.
3. Church volunteers should never have their students or other students stay at their homes overnight. (This does not include children of volunteer's friends).
4. Church nursery volunteers who deal with diapers should adhere to the following procedures:
  - Never apply lotion or powder.
  - A cloth or wipe should always be between you and the child.
5. Men should never change diapers or be alone in the Nursery area.
6. If possible, avoid assisting a child age 4 or older who has wet or soiled his or her clothes. Endeavor to instruct him or her on how to clean himself or herself without your direct assistance (as frustrating as that may be). You may hand him or her what he or she needs, but do not directly clean or wash the child. If the child is unable to clean himself or herself, contact the parent.
7. Avoid helping a young child with his or her zipper or pants/skirt. Have a large T-shirt available for them to wear to cover such problems, but do not touch the child's body.
8. Do everything you can to inform the parents about their child's activities at SGBC. Remember the children are the parent's responsibility. You cannot assume the responsibilities of the parent even if the parent(s) are not treating the child as well as you feel they should. Report to the parent any incident involving their child, and notify your Ministry Leader of any serious or ongoing issues. **ALWAYS TAKE ATTENDANCE AND COMPLETE THE INCIDENT REPORTS WHICH ARE IN YOUR ROOMS AND IN THIS MANUAL.**
9. Report any suspicions of abuse (an incident at church or suspected parental abuse) to the Elder who manages Children's Ministry, or directly to the Senior Pastor or an SGBC Elder.
10. A person should never touch a child in an inappropriate manner.
11. Volunteers should avoid letting school-aged children sit on their lap.

12. Anyone with a careless driving record, or a DUI, will not and shall not be allowed to drive in church car pools.
  13. All church outings and transportation must be approved by the person authorized by church leadership.
  14. If adult supervision is not adequate for the appropriate age group, the activity will be cancelled.
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From page 16 of the manual:

**Nursery Care Policies and Procedures:** Nursery volunteers are expected to abide by the same rules and policies as other Children's Ministry volunteers, and also the following additional policies:

- Men and boys are not permitted to serve in the Nursery.
  - Check diapers periodically.
  - Keep a cloth or wipe between their hand and the child's body when changing them.
  - Do a quick safety check of the room to look for foreign objects, broken toys, uncovered electrical outlets.
  - Wash hands with soap and water before Nursery duty, and after changing diapers.
  - Make sure all of the child's items are labeled.
  - Maximum volunteer to child ratio is 1:4.
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## Appendix 1: Nursery Care Procedures

### I. Readyng the Room

1. Sign in and date the attendance sheet.
2. Check room to make sure it is ready and safe.
3. Find a prepared pitcher of water from the kitchen, and check snack supply.
4. One volunteer stands at the door to accept each child, other volunteer(s) attend to the children while that volunteer checks for all info and named bags are accepted.

### II. Parent/Child Check-in

1. Encourage parents to stay outside the room.
2. Have the parent fill out ALL attendance information/cell phone/allergy info.
3. Make sure child's bag and items have their name on them.
4. Number Tags MUST ALWAYS be used.
  - The parent should write the tag number on the sign in sheet.
  - The clip tag stays with the child (on their bag)

### III. General Care:

1. Go get or text a parent (*Come to Nursery*) **if child cannot be quieted or is sick.**
2. Check for any instructions or allergy information on the sign in sheet.
3. Snack may be served. Infants under 8 months should only have cheerios. Goldfish are available for children over 1 year.
4. Write names on sippy cups with permanent marker.
5. Toys that have been chewed on must go into the "dirty toys" bin.



6. Check diapers...begin changing them 20 minutes before end time. Stinky diapers must be placed in sack type or ziploc bag to contain odor. At the end of the second service, the garbage and dirty diapers must be deposited in the outside trashcan.

#### **IV. Parent/Child Check-out:**

1. As parents come to the door, one volunteer should stand at door, other volunteer(s) gather child and all belongings.
2. Parents **must return the Number Tag** and **sign their child out**. If they don't have the Number Tag, ask them to go get it and send it with who picks up the child in the future. Not all volunteers will know every child and their family members.
3. Check with the parent that all of their belongings have been returned.

#### **V. Closing:**

1. Make sure the attendance/sign in sheet has been fully filled out.  
Report **ANY** incidents of injuries, accidents or discipline issues as well as documenting them on the back of the roster.
2. Spray the stationary and larger toys with Seventh Generation spray.
3. Tidy the room sorting toys...Make sure all toys put back in their appropriate spot.
4. Take the trash bag to the large trashcan outside at the end of the last service.