



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.
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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.

Nursery case scenario questions

What if a child needs to use the restroom?

One worker walks child to the bathroom while the other remains with the children. The worker should remain outside the bathroom door with the door propped open. **Workers should never be in the bathroom with a child with the door closed.** The worker is permitted to help if the child needs assistance with their clothing (buttons/zippers, etc).

If a child gets a scrape, bruise or bump, how should it be handled?

For minor injuries, scrapes, and bruises, workers can provide first aid (band-aids, etc) as appropriate and notify the child's parent or guardian of the injury at the time the child is picked up from our care. Workers are encouraged to note minor injuries on the nursery sign in sheet. For injuries requiring medical treatment beyond simple first aid, the parent or guardian should be immediately summoned.

What is our child sickness policy and where is it posted?

It is posted by the nursery door, and it is also on the back of the child check in tags. Children should not be dropped off if they are exhibiting the following symptoms: fever, diarrhea, or vomiting within 48 hours, green or yellow runny nose, eye or skin infections, and/or other symptoms of communicably or infectious diseases.

What should you do if during nursery the child starts exhibiting these signs of sickness?

If a worker notices that a child is getting ill or exhibiting symptoms of sickness, they should immediately separate the child from the other children and call or text the parent to pick up their child.

Discipline Policy: See if/then chart

In nursery, a child gets one verbal warning and one time-out. If they continue to disobey after this point, the parent must be notified. A child's mother is welcome to stay in the nursery with them (if there has been no physical aggression). SGBC has a zero tolerance policy towards aggressive behavior (biting, kicking, hitting, screaming in face, threatening words). Workers should exercise reasonable discretion with regard to what is "aggressive" behavior. Workers are also free to exercise reasonable discretion to notify a parent to come pick up a child who is generally unruly and unresponsive to authority.

How long should time out be?

(3 minutes- set timer on phone.)

What should you do if you are running late? Text the nursery coordinator ASAP so the coordinator can get your shift covered until you get there.

What if there is only one worker in the nursery when parents come to drop off their child? The worker should inform the parent that they cannot sign in any children until the 2nd worker gets there. A mom is welcome to stay in the nursery with her child until 2nd worker arrives. If 2nd worker will be significantly late, the nursery coordinator should be called to cover them.

What are the steps for check-in?

- Parent must sign nursery class roster providing all requested information
- Worker makes sure the child's bag and items have their name on them
- Number tags must ALWAYS be used. Parent should write the tag number on the sign in sheet.

What is needed for a parent to pick up a child?

The parent and/or guardian must return the number tag to pick up their child.

What if the person trying to pick up a child is not on the list of approved people to pick up that child? DO NOT allow the person to have the child. The worker can graciously but firmly explain that SGBC policy requires the worker to have their ministry leader resolve the situation. The worker should send someone to tell the children's ministry elder what is happening and that their presence is required immediately.

Are older kids (not old enough to be serving) allowed in the nursery during nursery hours? No. Parents are encouraged to go into the overflow room if they need to be with both their nursery-aged kids and older kids.

Are parents permitted to come into the nursery when it is time to pick up their children? No. Parents are encouraged to wait outside the nursery until the workers are ready to sign out the children.

With a new child visitor, what questions should you ask the parents, verbally? The worker should ask, "Do they have any food allergies?" If food allergies are present, child should have a red wristband put on their wrist to indicate a food allergy. Both workers need to be made aware and remain vigilant to keep the child away from any snack that he/she is allergic to.

What is the worker to child ratio? What should you do when you have 8 kids in the nursery and more want to come in? 1 worker to

every 4 kids (1:4). Text the 3rd person standby and/or nursery coordinator to let her know that another worker is needed.

What if something happens in the nursery and you are not sure what to do? Workers are encouraged to text the on-site nursery coordinator for immediate assistance!

Interacting With the Children:

Use eye contact, use names, and engage!

Talk on their level. Compliment, praise, encourage, ask questions.

Give instruction, and then commendation when they do it!

Have them help when possible (put things away, clean up).

Demonstrate, act out, godly make-believe play with them to stir their imaginations.

Review colors, shapes, numbers, letters, using toys and books.

Use your words to teach them Biblical thinking: tell them to be kind, share, help, play with... make a new friend, sit quietly and listen, let's pray (bow heads, fold holds), say please and thank you, etc.

Interactive Songs and Activities:

Ring-a-Round-the-Rosie

Hokey Pokey

London Bridges Falling Down

I'm A Little Teapot

Father Abraham

Head, Shoulders, Knees, and Toes

Jumping Jacks (Ten Hut)

Rhythm – Clapping – Follow Along

The B-I-B-L-E

Trust & Obey (while marching)

Jesus Loves Me

This Little Light of Mine

Who Built the Ark? Noah, Noah

Duck Duck Goose Game

Simon Says Game

Mother-May-I Game

Red-Light Green-Light Game

What's In My Pocket Game (Q&A)

Infant Ideas / Suggestions:

Peek-A-Boo

Wheels on the Bus (baby motions)

Itsy Bitsy Spider

Play "Guess Which Hand It Is In?"

Shapes in the Bucket Toy (coming)

Stacking Cups (coming soon)

Card-Board Books

Soft Activity Books (coming)

Roll Ball back and forth

Point and Say: Where is your nose, eyes, mouth, toes, fingers, etc?

Push and Pull Toys (more coming soon)

Other Ideas and Suggestions:

Blocks: Count while stacking a tower, make a fence (put animals in), make a track (for car or train), make a tunnel for car or train, use letters to spell their name, use the animals and make sounds

Legos: Count while stacking a tower, make a castle, house, garage, sort by colors... make a red house, make fences for ponies to jump, make a staircase mountain

Puppets (make believe play with them)

Books (read and ask many questions)

Puzzles help them, ask questions, interact

Farm House / Doll House / Kitchen (play with them, get their imagination going, act it out, make suggestions)

Coloring (one crayon at a time; seated)

Using CD Music: sing along; play dance music, freeze when it stops... start again, do over and over

Sing the "Clean-Up, Clean-Up, Everybody, Everywhere" Barney Song

Nursery Behavioral Chart – If/Then

<p>If a child is inconsolable...</p>	<p>Then:</p> <ul style="list-style-type: none"> • Check bag for binky, try bottle, and check diaper. • Put them in crib with favorite blanky if they brought one. • Try them in swing or bouncy seat. • Remember: We are not able to always hold babies depending on how many children are in nursery. • AFTER 10 MINUTES, IF THE CHILD IS STILL INCONSOLABLE, THE PARENT MUST BE CALLED TO COME GET THE CHILD.
<p>If the parent is called to retrieve the crying child...</p>	<p>Then:</p> <ul style="list-style-type: none"> • The parent may remove the child and livestream in the Fellowship Hall.
<p>If a child displays harmful aggression to another child (purposefully striking out in anger – not referring to simple toy grabbing)...</p>	<p>Then:</p> <ul style="list-style-type: none"> • Parent is called immediately to remove the child from the room for the protection of the other babies/toddlers.
<p>If a parent is called to retrieve the aggressive child...</p>	<p>Then:</p> <ul style="list-style-type: none"> • Parent may choose to discipline the child, and then return to the nursery with the child, remaining with them to observe their behavior. • Parent may take the child out and choose to livestream.
<p>If a child (toddler) is throwing toys and in danger of accidentally injuring another child with their behavior...</p>	<p>Then:</p> <ul style="list-style-type: none"> • The child is placed in time out immediately and told why (because throwing toys can hurt the babies).
<p>If they continue to throw toys after time out...</p>	<p>Then:</p> <ul style="list-style-type: none"> • Parents are immediately called to remove the child from the room for the protection of the other children. • Parents may also choose to remove their child and livestream.
<p>If a child is generally disobedient and will not listen to correction...</p>	<p>Then:</p> <ul style="list-style-type: none"> • Verbal warning is given to the child. • If they continue in disobedience, they are put in time out. • After the 3rd offense, the parent is called to remove the child from the nursery. They may discipline the child and return them to the nursery. • If the parent is called a second time, the child must be removed for the remainder of the day.

Nursery Behavioral Policies and Protocol

Each nursery worker must follow the behavioral guidelines for several reasons:

1. **Encouragement:** The nursery provides many opportunities for us to come alongside and encourage parents. This is a help as they parent their children in many different situations.
2. **Consistency:** If consequences in nursery are not consistent, the parents are not given the opportunity to parent their child and the child's heart is further hardened to the sinful behavior. By tolerating bad behavior, we allow the child to form bad habits.
3. **Safety:** Nursery volunteers must promote peace and order in the nursery for the safety and happiness of the children.
4. **Communication:** When consequences of behavior are not consistent between the first and second hour, parents are often not informed about their child's behavior. They may wrongly assume that their child never has problems in the first hour or in the second hour, when in fact the problems exist but are not being communicated to the parent.
5. **Crying Babies:** Babies often need time to get used to nursery, and some babies take longer than others. Unfortunately, continual crying (longer than 10 minutes) sets off a chain reaction in the little ones that promotes disorder and chaos. Parents need to be encouraged that this is usually a short season in the child's life, and they are welcome to stay in the nursery with their child after they are called. Hopefully, as the child adjusts to nursery, the times that they are happy and content will increase, and the crying will decrease. During that transition, parents may be called weekly if that is what their child requires.

Pastor Marc has often said that it is a grace when we are put in situations that may reveal sin in our hearts or the hearts of our children. Remember, it is a grace to the parents when they are given the opportunity to parent through those obedience issues in nursery.