



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: _____