

Volunteer Worker Application



Nampa, Idaho

Thank you for your interest in serving at Christian Faith Center. This paperwork is required in order for you to be considered for any ministry position that exercises oversight of minors. This application will require some forethought and time to fill out in its entirety. Please write legibly and do your best to answer every question. You should set aside at least 30-45 minutes. You will need to turn this application in prior to your screening interview or bring it with you when you come in for your appointment. Please call the church at 467-7777 to schedule an appointment or if you have any questions. Thank you!

**Version
2010-11**

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Christian Faith Center – Nampa, Idaho

Volunteer & Staff Disclosure Agreement

This application is to be completed by all applicants for any position, volunteer or compensated, involving the supervision or custody of minors, church sponsored activities, or prayer room usage. Please return within ten days.

The purpose of this form is to help the church learn more about its volunteers and to help provide a safe and secure environment for children, youth, and adults who participate in our programs and use our facilities. Please provide complete and legible information for all sections. Thank you.

Personal Information

Name _____
Last First Middle

Phone: _____ Cell: _____

Email: _____

Address: _____

City/Zip: _____

Date of Birth: _____

States Lived In: _____

Personal References: (Not an employer or relative and at least one CFC-associated reference)

#1 Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

#2 Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Professional References: (A past or current employer, but not an immediate family member)

#1 Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

#2 Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Christian Faith Center – Nampa, Idaho

Volunteer & Staff Disclosure Agreement, cont.

The following reflects our commitment to provide protective care to all children, workers, and congregation members who participate in church-sponsored activities and use the prayer room.

- We must take seriously Paul’s admonition to “always conduct yourself in a manner worthy of the gospel of Christ” and to “know those who labor among you.”
- Adults who have been convicted of either child sexual or physical abuse may not be volunteers in any church-sponsored activity or program for children or youth.
- If at all possible, adult/teen workers should observe the “two-adult” rule; that is, adults should avoid being alone with children without another adult/teen member being present.

I understand that:

- The information that I have provided may be verified, if necessary, by contacting persons or organizations that I have named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the chartered organization of Christian Faith Center, Nampa, Idaho and the employees (volunteer or compensated) thereof.
- In signing this application, I affirm that the information I have given is, to the best of my knowledge, true and correct.
- This information is confidential, and access to the information contained herein will be limited to a need-to-know basis.
- I agree to follow the policies and procedures of Christian Faith Center, Nampa, Idaho.

I state that I have carefully read the foregoing Christian Faith Center Volunteer Disclosure form and verify the contents thereof, and I sign this freely and voluntarily.

_____ Date: _____
Applicant’s Signature

_____ Date: _____
Parent Signature if applicant is a minor

Christian Faith Center – Nampa, Idaho

Volunteer & Staff Disclosure Agreement, cont.

Personal Disclosure Form

Because a larger number of ministries come in direct contact with those deemed by the law to be minors, we feel it necessary to provide to the best of our abilities a safe environment in which to minister. We understand that the following questions are sensitive. Be assured that all information is completely confidential. We seek only to provide to the best of our ability a safe environment for our children and adult/teen ministries. If you prefer, you may choose to not answer any of the following questions and instead discuss your answers in person with one of our staff members. We can be reached at 467-7777.

Have you ever been questioned about or accused of any form of physical, emotional, or sexual abuse? Yes No

Will you authorize Christian Faith Center to procure a background check from local and/or federal law enforcement authorities? Yes No

Were or are you a victim of abuse or molestation? Yes No

Have you ever been convicted of any form of physical, emotional, or sexual abuse? Yes No

Are you aware of anything that might restrict you from serving in this ministry? Yes No

Are there any limitations (physical, mental) that would significantly impact your ability to effectively carry out the responsibilities of this position? Yes No

If you became aware of anything that might disqualify you from serving, would you disclose this information to key leadership and/or be willing to remove yourself from this ministry? Yes No

I state that I have carefully read the foregoing Personal Disclosure Form and verify the contents thereof, and I sign this form freely and voluntarily.

Applicant's signature; state age if 18 years or younger

Date: _____

Parent Signature if applicant is a minor

Date: _____

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Volunteer & Staff Disclosure Agreement, cont.

Spiritual Life

Do you consider yourself a Christian who is living a consistent Christian life? Yes No

If you answered “yes” to the previous question, please describe the events or experiences that have led you to your faith.

On what do you base your salvation and righteousness before God? _____

How do you maintain and nurture your relationship with God? _____

When did you start attending Christian Faith Center? Month: _____ Year: _____

Are you a member of Christian Faith Center? Yes No Date Joined: _____

Why do you choose to worship with the Body at Christian Faith Center? _____

Are you in agreement with the values and beliefs of Christian Faith Center? (Please explain any areas of disagreement or concern. See CFC’s website for a statement of values and beliefs.)

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Volunteer & Staff Disclosure Agreement, cont.

Church History and Prior Ministry Work

(You may add additional information and extra pages if necessary)

Church Attendance: List (name and address) all other churches you have attended regularly during the past five years. _____

Fill in the following information as it applies to the area of ministry for which you are applying.

Church Work History: Previous church work (example: nursery or youth). Please list the type of work performed, dates of service, church served (name, address, phone), and your supervisor or a contact person. _____

Other experience or involvement (non-church): Please list type of work performed, dates of service, organization served (name, address, phone), and your supervisor or contact person.

Training: Please list any gifts, training, education, or other factors that have prepared you for working with this ministry. _____

Ministry Motivation: Please describe why you want to work in this particular ministry. _____

AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my service with Christian Faith Center, I hereby authorize ChoicePoint Services Inc., on behalf of Christian Faith Center, to procure a consumer report which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant/Employee Signature

Date

_____-_____-_____
Social Security Number *

Date of Birth *

**For identification purposes only*

MN and OK residents please note: In connection with your application for employment/service, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

YES, I am a Minnesota resident and would like a free copy of my consumer report.

YES, I am an Oklahoma resident and would like a free copy of my consumer report.

CA residents please note: Under CA law, you have a right to receive a free copy of your report by checking the appropriate box below.

YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Please continue reading on the next page.

BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service, or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Employer please note: If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.



Leadership Commitment

Sensing a call to lead and offer myself as a servant to the work of the ministry at Christian Faith Center, I agree to adhere to these guidelines and expectations:

1. I will adhere to the tenets of faith of Christian Faith Center.
2. I will be faithful to regular attendance at Christian Faith Center, having attended CFC for at least three months prior to serving.
3. I will complete all required paperwork in a timely fashion.
4. I will always speak well of Christian Faith Center, its leadership, its ministries, and all involved.
5. I am committed to serve at least six months in the ministries where I am involved.
6. I will be faithful to my assigned position.
7. I will attend all worker meetings, training, practices, and workshops as required.
8. If I am unable to serve at any time, I will make sure that I find someone who has been approved by leadership to replace me and inform them of my responsibilities.
9. I will give at least two weeks notice if I know I will be absent.
10. I will be at my designated post fifteen minutes before starting time or earlier depending on the ministry I am involved with.
11. I will represent Christ and the church by maintaining a neat and clean appearance.
12. I will maintain a consistent devotional life, keeping my home life in order.
13. I will endeavor to stop discord or backbiting if it occurs.
14. I will give thirty days notice if I decide to resign from my position.
15. I will keep leadership apprised of my ministry status, availability, and tenure.
16. I will complete any preparation required of the ministry in advance.
17. I will pray for Christian Faith Center, its leadership, and its ministries on a regular basis.
18. I will adhere to any other expectations required of the specific ministry in which I am involved.
19. I will encourage others to participate in the ministries of the church and will actively recruit people to serve in areas where I am ministering.
20. I will strive to live a life that glorifies and honors the Lord Jesus Christ, always proving to be an example to those I am serving.
21. I will refrain from any questionable or inappropriate behavior that would bring harm to others, discredit the church, or cause another to stumble.
22. I will adhere to the policies of the church with regard to working with minors (see "best practices" handout).

I have read the above guidelines and expectations and pledge to keep them to the best of my ability. I clearly understand that failure to keep any of the above qualifications may be grounds for reevaluation of my position. I will disqualify or remove myself from ministry if I am unable to meet these expectations.

Signature _____ Date _____



Working with Minors Best Practices

In order to provide a safe environment for all people involved in ministry to minors, which includes youth, children, and all those who are under 18 years of age, Christian Faith Center has adopted the following best practices with regard to those who minister to this age group.

1. All those working with minors must be approved by key church leadership and only after required paperwork, screenings, and personal interviews are completed.
2. Christian Faith Center will use a team approach to minister, which includes following the “Two Adult Rule.” At least two approved adult supervisors shall be present during any church activity involving minors.
3. Church staff or volunteer workers will refrain from being alone with a minor or members of the opposite sex.
4. Suspicious behavior should be discussed immediately with key church leadership.
5. Windows have been installed in all classrooms or areas used by minors.
6. Doors to classrooms or areas without windows shall remain open during use.
7. In no case shall an adult be alone with a minor in a closed room.
8. Doors shall remain unlocked when a room is occupied.
9. Minors are not to be left alone unsupervised at any time.
10. Documented parental consent shall be obtained for involvement in church sponsored programs and activities.
11. Programs that involve minors will always provide adequate supervisory personnel. Supervision will be maintained before and after the event until all children are in the custody of their parents or legal guardians.
12. All adult chaperones and supervisors must be cleared in advance with the proper church leaders for overnight activities.
13. Procedures exist for those ministries to minors, especially younger children, which clearly identify the child and the child’s parent or guardian. Children should only be released to a properly identified and preauthorized adult.
14. Approved workers should be identified through the use of uniforms, lanyards, or ID badges.
15. Those working with minors must meet the mandatory waiting period of three months of faithful church attendance or the recommended waiting period of six months regular attendance. The waiting period will be decided by key church leadership upon review of application and consideration of prior experience, references, spiritual maturity, and church membership.
16. All workers are responsible for maintaining a safe and healthy environment and are encouraged to suggest other “best practices” and improvements as deemed beneficial.