

# United In Faith Lutheran Church

## SAFE SANCTUARY POLICIES AND PROCEDURES

United in Faith Lutheran Church (“UIF”) is committed to providing a safe and secure environment for Children (defined below) participating in our Children’s Ministries (defined below). To this end, UIF has developed the following Safe Sanctuary policies and procedures (“Policy”).

1. **DEFINITIONS.** The following terms when used in this Policy have the following definitions:
  - 1.1. **Adult.** An individual 18 years of age or older.
  - 1.2. **Children or Child.** An individual under the age of 18.
  - 1.3. **Children’s Ministries or Children’s Ministry.** UIF ministries where children are being supervised by someone other than their own parent/guardian.
  - 1.4. **Sunday School Ministries.** Ministries directed at children in kindergarten through fifth grade.
  - 1.5. **Employee.** An individual serving in a paid position with UIF.
  - 1.6. **Off-Campus.** A location other than UIF property.
  - 1.7. **Nursery/ Pre-school Ministries.** Ministries directed at children birth through pre-kindergarten.
  - 1.8. **Roaming Teacher.** An adult Volunteer or UIF staff member assigned to move in and out of the areas in which Children’s Ministries are conducted to monitor the supervision for each such ministry and to provide assistance to Volunteers as needed. The Roaming Teacher is also responsible for monitoring the hallways and directing children back to their Children’s Ministry.
  - 1.9. **UIF Staff.** Employees of UIF.
  - 1.10. **Volunteer.** An individual serving in an unpaid position as part of a UIF sponsored Children’s Ministry. For purposes of this Agreement the term “Volunteer” shall not include children under the age of 14.
  - 1.11. **Youth Ministries.** Ministries directed at Children in sixth through twelfth grade including Confirmation class.
  - 1.12. **Youth Volunteer.** A Volunteer who is between ages 14 and 17.

2. **APPLICATION AND SCREENING PROCEDURES FOR UIF STAFF.** The application and screening procedures applicable to all UIF Staff are set forth in separate policies.
3. **VOLUNTEER APPLICATION AND SCREENING PROCEDURES FOR CHILDREN'S MINISTRIES.** The following procedures shall be followed in assessing the suitability of an individual to serve in a Volunteer position in a Children's Ministry. These procedures shall not apply to children under the age of 14:

**3.1 Volunteer Position Descriptions.** For each Volunteer position in a Children's Ministry, the Executive Committee along with the Children's Ministry Director, shall develop a Volunteer position description ("Volunteer Position Description"). Each Volunteer Position Description shall:

- Identify the title of the Volunteer position;
- Identify the title of and describe Children's Ministry associated with the Volunteer position;
- Describe the duties, responsibilities, and expectations for the Volunteer position;
- Identify the UIF Staff member, Volunteer or committee responsible for overseeing the Children's Ministry associated with the Volunteer position;
- Identify the minimum qualifications for the Volunteer position. All Children's Ministries Volunteer Position Descriptions shall include as a minimum qualification the requirement that an individual seeking to volunteer in a Children's Ministry must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position. If there is a question in this regard, the Executive Committee will determine whether the person has been active in the congregation for the preceding six (6) months.
- Include a statement advising all prospective Volunteers that Children's Ministries Volunteers shall be subject to reference and a criminal background checks before being permitted to serve in a Volunteer position in a Children's Ministry. .

Once developed Volunteer Position Descriptions shall be presented to the Congregation Council for review and approval. Volunteer Position Descriptions shall be utilized in all Volunteer recruitment, interviews, and orientations to explain the roles and responsibilities of the Volunteer position. Individuals interested in serving as a Volunteer in a Children's Ministry shall be provided with a copy of the relevant Volunteer Position Description.

### **3.2. Volunteer Application Form**

**3.2.1. Development and Modification.** The Executive Committee shall develop a Volunteer Application Form for Volunteers called to serve in Children’s Ministries which shall request the following information from a prospective Volunteer:

- First, middle, and last name;
- Home address;
- Home telephone number;
- Mobile phone number;
- E-mail address;
- Previous volunteer experience;
- Special interests, hobbies and/or skills;
- Church attendance for the past five (5) years (congregation, city, state, and years of attendance);
- Experience working with children;
- Answer to the following questions:
  - Do you use illegal drugs?
  - Have you ever been convicted of a criminal offense?
  - Have you ever been convicted of child abuse or neglect?
  - Has your driver’s license ever been suspended or revoked?
  - Have you ever resigned or been removed from a position in which you were working with children?
  - Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children?

If you answer “yes” to any of the foregoing questions, please explain;

- The name, address and telephone number of two (2) non-family references that are familiar with the prospective Volunteer’s character as it relates to working with children. The prospective Volunteer’s relationship with each reference (e.g., co-worker, friend);
- Representations and warranties from the prospective Volunteer that:

1. S/he confesses and accepts the Confession of Faith set forth in the UIF Constitution;
2. S/he has read the Volunteer Position Description and is ready, willing and able to fulfill the position’s duties and responsibilities;
3. S/he has read and will abide by the UIF Safety Guidelines for Children’s Ministries; and
4. The information provided in this application is true, correct and complete to the best of her/his knowledge;

- An authorization and release from the prospective Volunteer that:

1. Authorizes UIF to verify the information provided in the application by: (i) contacting the persons and organizations listed in this application, (ii) obtaining a criminal background check with which the Volunteer will cooperate, and/or (iii) by other means, including contacting others whom the prospective Volunteer has not listed;

2. Authorizes the organizations and persons listed in this application as well as others contacted by UIF to give whatever information (including opinion and impressions) they may have regarding the prospective Volunteers background, character, and fitness to work with children;

3. Provides the prospective Volunteer knowingly and voluntarily releases from liability any person or organization that provides information to UIF in connection with UIF's verification and assessment of the prospective Volunteer's application; and

4. Provides that the prospective volunteer knowingly and voluntarily releases UIF (including its officers, congregation council members, members, pastors, employees, contactors, and volunteers) from liability arising out of or in any way related to the prospective Volunteer's application, UIF's verification and assessment of the prospective Volunteer's application, and any action(s) taken by UIF in connection with the prospective Volunteer's application.

- The prospective volunteer's signature; and
- Application completion date.

When a Volunteer Application Form is developed or revised, it shall be submitted to the Congregation Council for its consideration and approval.

**3.3. All Volunteers Must Complete a Volunteer Application.** All prospective Volunteers for Children's Ministries must complete a Volunteer Application in the format approved by the Congregation Council and return it to UIF. In addition, prospective Volunteers for certain Volunteer positions may be required to provide proof of licensure, or other information determined relevant and necessary to appropriately evaluate the individual's suitability for a particular Volunteer position. Whether additional information is required for a particular Volunteer position shall be included in the Volunteer Position Description for that position.

**3.4. Volunteer File.** Upon receipt of an individual's initial Volunteer Application Form, UIF shall create a Volunteer File for that individual. A separate Volunteer File shall be created for each individual seeking to serve as a Volunteer. All information and documentation related to a prospective Volunteer or an individual's service as a Volunteer shall be kept in the individual's Volunteer File. Without limiting the foregoing, an individual's Volunteer File shall include:

- All Volunteer Application Forms completed by the individual;
- All Reference Check Forms for the individual;
- All criminal background checks; and
- Other information related to the individual's potential or actual service as a Volunteer.

Because Volunteer Files contain sensitive information these files shall be kept in a secure location, under lock and key, within UIF's office, and may only be accessed within UIF's office, by the Shepherd's Staff Ministry as contemplated by this Policy, as may be required by applicable law, or as otherwise authorized by the Shepherd's Staff Ministry. No information or documentation may be accessed, copied, removed, utilized, or destroyed except as authorized under this Policy or the Shepherd's Staff Ministry. Without limiting the foregoing:

- Volunteer Files or the information contained therein may not be taken home or removed from UIF's office;
- Volunteer Files or the information contained therein shall not be stored electronically;
- Other than when a Volunteer's File or the information contained therein is being used as contemplated in this Policy, it must be kept in the designated secure location, under lock and key, within UIF's office; and
- Volunteer Files or the information contained therein may not be left unattended when not in the designated secure location.

### **3.5. Administrative Review.**

**3.5.1. Administrative Review Responsibility.** The Shepherd's Staff Ministry shall be responsible for the administrative review of Volunteer Applications.

**3.5.2. Volunteer Assessment Form.** Each application shall include a Volunteer Assessment Form to document the completion of each step required by this Policy. The Volunteer Assessment Form shall be developed by the Executive Committee and shall be presented to the Congregation Council for its review and approval.

**3.5.3. Volunteer Application Form Assessment.** Each Volunteer Application Form shall be reviewed by the Shepherd's Staff Ministry to determine if it is complete. If a Volunteer Application Form is not complete the prospective Volunteer shall be asked to provide the missing information by a specified date. The Shepherd's Staff Ministry may, in its discretion, make additional efforts to encourage a prospective Volunteer to provide the missing information. If the prospective Volunteer fails to provide the missing information, the prospective Volunteer shall be sent a

letter thanking them for their interest and explaining that because the Volunteer Application Form was not completed the individual could not be considered for a Volunteer position in a Children's Ministry.

**3.5.3.1. Verification of Licenses and Certifications.** As discussed above, in some instances the minimum qualifications for a particular Volunteer position may require a valid driver's license, professional license, or some other license or certification. In such instances, the Shepherd's Staff Ministry shall require the prospective Volunteer to produce a valid and current license or certification. After reviewing the actual license or certification Executive Committee shall make a copy and attach it to the prospective Volunteer's Volunteer Application Form. If a prospective Volunteer is unwilling or unable to provide the necessary license or certification, the prospective Volunteer shall be sent a letter thanking them for their interest and explaining that because the Volunteer was unable to provide the necessary license or certification the individual could not be considered for the particular Volunteer position.

If a Volunteer Application Form raises a potential concern about the suitability of the prospective Volunteer for the Volunteer position, the Shepherd's Staff Ministry shall document the potential concern on the Volunteer Assessment Form. The Shepherd's Staff Ministry shall determine how to respond to the potential concern which shall be documented on the Volunteer Assessment Form along with the Shepherd's Staff Ministry's decision with respect to the Volunteer's application in light of the potential concern. If the Shepherd's Staff Ministry is unable to resolve the potential concern to its satisfaction, the prospective Volunteer shall not be permitted to serve in the Volunteer position. UIF's Pastor shall contact the prospective Volunteer to explain the Shepherd's Staff Ministry's decision.

If the prospective Volunteer's interview raises no potential concern or any potential concern is resolved to the Shepherd's Staff Ministry's satisfaction, the Shepherd's Staff Ministry shall proceed with the prospective Volunteers interview.

**3.6. Interview.** A member of the Shepherd's Staff Ministry shall interview the prospective Volunteer. The purpose of the interview is to:

- Assess the individual's suitability and qualifications for the Volunteer position;
- Explain the duties and responsibilities of the position; and

- Answer any question the individual might have regarding the position.

If a prospective Volunteer's interview raises a potential concern about the suitability of the prospective Volunteer for the Volunteer position, the Shepherd's Staff Ministry shall document the potential concern on the Volunteer Assessment Form. The Shepherd's Staff Ministry shall determine how to respond to the potential concern which shall be documented on the Volunteer Assessment Form along with the Shepherd's Staff Ministry's decision with respect to the Volunteer's application in light of the potential concern. If the Shepherd's Staff Ministry is unable to resolve the potential concern to its satisfaction, the prospective Volunteer shall not be permitted to serve in the Volunteer position. UIF's Pastor shall contact the prospective Volunteer to explain the Shepherd's Staff Ministry's decision.

If the prospective Volunteer's interview raises no potential concern or any potential concern is resolved to the Shepherd's Staff Ministry's satisfaction, the Shepherd's Staff Ministry shall proceed with the reference and background checks as required by this Policy.

### **3.7. Reference Checks.**

**3.7.1. Reference Check Forms.** The Shepherd's Staff Ministry shall develop a Volunteer Reference Check Form. The Volunteer Reference Check Form shall at a minimum include two parts. The first part shall be completed by the prospective Volunteer and shall include the name, address, phone number, and email address of the reference. It shall also include a release and authorization signed by the prospective Volunteer. The first part shall be signed by the Prospective Volunteer. The second part shall seek information about the prospective Volunteer's background and shall be completed and signed by the reference.

**3.7.2. Reference Check Procedures.** Except as provided herein, each reference listed by a prospective Volunteer shall be sent a Volunteer Reference Check Form by the Shepherd's Staff Ministry along with a postage pre-paid return-addressed envelope. Each reference will be asked to complete and return the Volunteer Reference Check Form to UIF as soon as possible. If a reference fails to return the Volunteer Reference Check Form within seven (7) days, the Shepherd's Staff Ministry will contact the prospective Volunteer to request that s/he follow-up with the reference until the Volunteer Reference Check Form is received by UIF. A prospective Volunteer may not serve as a Volunteer until three (3) references return completed Volunteer Reference Check Forms to UIF.

If a prospective Volunteer's references raise a potential concern about the suitability of the prospective Volunteer for the Volunteer position, the Shepherd's Staff Ministry shall document the potential concern on the Volunteer Assessment Form. The Shepherd's Staff Ministry shall determine how to respond to the potential concern which shall be documented on the Volunteer Assessment Form along with the Shepherd's Staff Ministry's decision with respect to the Volunteer's application in light of the potential concern. If the Shepherd's Staff Ministry is unable to resolve the potential concern to its satisfaction, the prospective Volunteer shall not be permitted to serve in the Volunteer position. UIF's Pastor shall contact the prospective Volunteer to explain the Shepherd's Staff Ministry's decision.

If the prospective Volunteer's references raise no potential concern or any potential concern is resolved to the Shepherd's Staff Ministry's satisfaction, the Shepherd's Staff Ministry shall proceed with the criminal background check as required by the Policy.

**3.7.3. Reference Check Exception.** Reference checks shall not be required in the following circumstances:

- The individual has had their references checked within the past five (5) years pursuant to this Policy;
- Completed Reference Check Forms are in the individual's Volunteer File; and
- The individual has remained active in UIF since his or her last reference checks were completed. Whether an individual has remained active shall be determined by Shepherd's Staff Ministry.

### **3.8. Criminal Background Check.**

**3.8.1. Reference Check Procedures.** Except as provided herein, a criminal background check shall be obtained for each prospective Children's Ministry Volunteer. Criminal background checks will be requested from Protect My Ministry or such other organization as designated by the Congregation Council from time to time.

The Shepherd's Staff Ministry shall review the results of each criminal background check. Individuals with convictions for crimes involving sex or violence shall not be considered for Volunteer positions in Children's Ministries. Individuals with convictions for other crimes such as financial, theft, fraud, drug or alcohol offenses may be permitted to serve as a Volunteer on a case by case basis at the discretion of the Shepherd's Staff Ministry, but only upon the unanimous consent of the Shepherd's Staff Ministry. Individuals who have been convicted of more than two moving traffic violations within a 12-month period or convicted of driving under



the influence of alcohol and/or drugs, reckless driving, leaving the scene of an accident involving death or personal injury, drag racing, manslaughter, reckless homicide, or reckless conduct resulting from the operation of a motor vehicle shall not be permitted to serve in a Volunteer position in a Children's Ministry where the Volunteer Position description requires the Volunteer to serve as a driver of a vehicle transporting Children.

If a prospective Volunteer's criminal background check raises a potential concern about the suitability of the prospective Volunteer for the Volunteer position, the Shepherd's Staff Ministry shall document the potential concern on the Volunteer Assessment Form. Subject to the foregoing requirements, the Shepherd's Staff Ministry shall determine how to respond to the potential concern which shall be documented on the Volunteer Assessment Form along with the Shepherd's Staff Ministry's decision with respect to the Volunteer's application in light of the potential concern. If the Shepherd's Staff Ministry is unable to resolve the potential concern to its satisfaction and consistent with the foregoing requirements, the prospective Volunteer shall not be permitted to serve in the Volunteer position. UIF's Pastor shall contact the prospective Volunteer to explain the Shepherd's Staff Ministry's decision.

**3.8.2. Background Check Exception.** Criminal background checks shall not be required under the following circumstances:

- The individual has had a criminal background check within the past five (5) years pursuant to this Policy;
- The criminal background check is in the individual's Volunteer File;
- A Volunteer Assessment Form in the Volunteer's file reflects the aforementioned process was followed in connection with the criminal background check; and
- The individual has remained active in UIF since his or her last criminal background check was completed. Whether an individual has remained active shall be determined by Executive Committee.

**3.9. Volunteer Application and Screening Procedures Verification.** Once the foregoing procedures are completed, the Shepherd's Staff Ministry shall review the prospective Volunteer's Volunteer File to verify that the foregoing procedures have in fact been followed for individuals seeking to serve as a Children's Ministry Volunteer. If the Shepherd's Staff Ministry finds the foregoing procedures have been followed, the Shepherd's Staff Ministry shall document its findings on the prospective Volunteer's Volunteer Assessment Form. If they find the foregoing procedures have not been completed they shall take such steps as are necessary to facilitate completion of the required procedures.

- 3.10. Affirmation of a Volunteer's Call.** Once the foregoing procedures are completed and verified, the Shepherd's Staff Ministry shall meet to discuss the suitability of the prospective Volunteer to serve in the Volunteer position and to voice any concerns regarding the suitability of the prospective Volunteer for the Volunteer position in question. If no concerns are raised the prospective Volunteer's call to serve in the Volunteer position in question shall be affirmed. This affirmation shall be documented on the prospective Volunteer's Volunteer Assessment Form.

If a prospective Volunteer's criminal background check raises a potential concern about the suitability of the prospective Volunteer for the Volunteer position, the Shepherd's Staff Ministry shall document the potential concern on the Volunteer Assessment Form. The Shepherd's Staff Ministry shall determine how to respond to the potential concern which shall be documented on the Volunteer Assessment Form along with the Shepherd's Staff Ministry's decision with respect to the Volunteer's application in light of the potential concern. If the Shepherd's Staff Ministry is unable to resolve the potential concern to its satisfaction, the prospective Volunteer shall not be permitted to serve in the Volunteer position. UIF's pastor shall contact the prospective Volunteer to explain the Shepherd's Staff Ministry's decision.

- 3.11. Volunteer Notification.** Once an individual's service as a Volunteer is affirmed he or she shall be sent a letter notifying him or her of the same. This written notification shall:

- Identify the Volunteer position;
- The Children's Program associated with the Volunteer position;
- The dates of service for the Volunteer position; and
- Advise the Volunteer of all orientation and training dates.

#### **4. ORIENTATION, TRAINING, AND EDUCATION**

- 4.1. Orientation.** The Shepherd's Staff Ministry shall develop an orientation for Volunteer's serving in Children's Ministries. The orientation shall provide:

- Information regarding UIF's Children's Ministries;
- Information regarding the roles and responsibilities of UIF Staff (e.g., the pastor) in Children's Ministries;
- Information regarding the roles and responsibilities of Volunteers serving in Children's Ministries;
- Information regarding applicable UIF policies and procedures, including policies and procedures related to child safety and protection; and

- A question and answer period.

All Volunteers serving in a Children's Ministry are expected to attend the orientation applicable to the Children's Ministry in which they are serving. If a Volunteer is unable to attend a scheduled orientation, the Volunteer shall make arrangements with the Executive Committee to obtain the information provided during the orientation.

- 4.2. Training and Education.** Annually, the Shepherd's Staff Ministry shall review the need for training and education for UIF Staff, Volunteers, and parishioners regarding child safety at UIF. On or before annual congregation meeting of each year, the Congregation Council shall be presented with a report for its consideration by the Shepherd's Staff Ministry outlining any recommendation regarding training or education in this regard and the rationale for the same.
- 5. VOLUNTEER REMOVAL.** All Children's Ministries are part of UIF's broader ministry. The Shepherd's Staff Ministry and/or the Congregation Council may at any time, for any reason, or for no reason, with or without notice remove any person from service as a Volunteer as either deems necessary to advance UIF's ministry. Nothing in this Policy shall be construed to the contrary. Without limiting the foregoing, nothing in this Policy shall be construed as creating any contractual or other legal rights in any individual.
- 6. UIF SAFETY GUIDELINES FOR CHILDREN'S MINISTRIES.** The following security guidelines for Children's Ministries have been developed for the protection of children involved in UIF's Children's Ministries and it is expected that these guidelines shall be followed except where deviation is required to protect the health or safety of a child. It is not possible to anticipate every situation or circumstance which may arise. UIF Staff and Volunteers are, consistent with these guidelines, expected to exercise good judgment in dealing with each situation mindful of the fact that the overriding goal is providing a safe environment for children involved in UIF Children's Ministries.
  - 6.1. General Guidelines.** The following Guidelines shall be observed in all Children's Ministries:
    - 6.1.1. Adult Supervision.** All Children's Ministries shall be supervised by adults. Children shall not be left unsupervised during a Children's Ministry. Adult supervision shall be provided 10 minutes before a Children's Ministry is scheduled to begin. UIF Staff and Volunteers assigned to a Children's Ministry shall be responsible for ensuring compliance with this guideline. If compliance with this guideline is not possible in a given situation, the UIF Staff and/or Volunteers responsible for the Children's Ministry shall take such steps as are necessary to ensure children

are not left unsupervised.

**6.1.2. Volunteer Absences and Tardiness.** Volunteers are expected to arrive at least 10 minutes prior to the time a Children's Ministry is scheduled to begin. If a Volunteer scheduled for a Children's Ministry is unable to serve as scheduled, the Volunteer shall contact the UIF Staff or Volunteer assigned to coordinate the Children's Ministry as soon as possible to advise them that they will be unable to serve as scheduled. If a Volunteer will be late in arriving to a Children's Ministry, the Volunteer shall contact the UIF Staff or Volunteer assigned to coordinate the Children's Ministry to advise them of the same. As discussed above, UIF Staff or Volunteers assigned to the Children's Ministry are responsible for taking such steps as are necessary to ensure children are not left unsupervised.

**6.1.3. Volunteer Identification.** All Volunteers serving in Children's Ministries may wear UIF issued nametags while serving as a Volunteer in the Children's Ministry.

**6.1.4. Two Adult Guideline.** A minimum of two (2) adults, one who shall be 21 years of age or older, shall be assigned to and be present at all Children's Ministries. For Sunday morning Children's Ministries, Vacation Bible School, and other Children's Ministries occurring on UIF premises involving multiple adults present in the building this guideline may be satisfied, if necessary, as follows:

- One adult (21+ years old) Volunteer or UIF staff member in the classroom;
- One Youth Volunteer in the classroom; and
- A Roaming Teacher who regularly moves in and out of all rooms during the period in which the Children's Ministries are conducted.

When a UIF Staff member or Volunteer is providing transportation in connection with a Children's Ministry, he or she shall not be alone with an unrelated child except in an emergency. However, where UIF is providing transportation in connection with an Off-Campus Ministry a single adult (21+ years old) UIF Staff member or Volunteer may serve as a driver so long as there is more than one (1) child in the vehicle and there is more than one (1) vehicle providing transportation to the Off-Campus Ministry.

**6.1.5. Staffing Ratios for Children's Ministries.** In addition to the two (2) adult guideline discussed above, the following child/adult ratios

are required for Children's Ministries:

- Nursery: one (1) adult per 4 children maximum
- Preschool: one (1) adult per 8 children maximum
- Elementary: one (1) adult per 15 children maximum
- Junior High: one (1) adult per 15 children maximum
- Senior High: one (1) adult per 18 children maximum
- Off-Campus: one (1) adult per 6 children maximum

If a Children's Ministry is unexpectedly short-staffed, it may be combined with another Children's Ministry. Under such circumstances a notice will be posted outside the affected classrooms for parents telling them where to pick-up their children. As discussed above, UIF Staff or Volunteers assigned to the Children's Ministry are responsible for taking such steps as are necessary to ensure children are not left unsupervised.

**6.1.6. Minimum Age Differences between Volunteers and UIF Staff and Children.** UIF Staff and Volunteers serving in a Children's Ministry must be at least FIVE (5) years older than the children served by the Children's Ministry. An individual age FOURTEEN (14) through SEVENTEEN (17) may be a Youth Volunteer in a children's ministry so long as they are FIVE (5) years older than the oldest child being served in the Children's Ministry. The Youth Volunteer shall follow all the screening procedures and training/orientation procedures of an adult Volunteer with the exception of reference and criminal background checks. In addition to the adult procedures, the Youth Volunteer shall be required to submit a Youth Volunteer Application, which shall provide a recommendation from their parent or guardian and a recommendation from the Pastor.

**6.1.7. No Isolated Contact with Children.** Isolated one-on-one contact between Volunteers or UIF Staff and children is not permitted. If a private conference or meeting with a child is required, the conference or meeting should take place in view of other adults.

**6.1.8. Registration Forms.**

**6.1.8.1. Development of Children's Ministries Registration Forms.** Registration forms for Children's Ministries participants shall be developed by the Shepherd's Staff Ministry and shall be presented to the Congregation Council for its review and approval. At a minimum each Registration Form shall request the following:

- Name of the Children’s Ministry for which the child is being registered;
- Child’s full name;
- Child’s date of birth;
- Parent(s) or legal guardian(s) full name, home address, home telephone number, work telephone number, mobile phone number, and e-mail address (if any);
- Alternate emergency contact’s full name, address, home telephone number, work telephone number, cell phone number, and email address (if any);
- Information regarding special medical conditions; such as allergies, diabetes, etc.;
- Information regarding adults to whom a child may be released;
- Information regarding adults to whom a child may not be released; and
- A photography and medical release.

**6.1.8.2. Completed Registration Forms Required.** Registration Forms must be completed by a child’s parent or legal guardian for any child who participates in a Children’s Ministry. Child visitors are welcome to attend UIF Children’s Ministries. A Registration Form will be sent home with the visiting Child to be completed and signed by the parent and returned if the Child visits again.

**6.1.8.3. Storage and Use of Registration Forms.** All original Registration Forms shall be kept in the UIF’s office. Copies of the Registration Forms for each child participating in a particular Children’s Ministry shall also be kept in a well-labeled binder in the room in which the Children’s ministry is conducted. On the cover of each binder shall be a summary sheet highlighting any medical or other special issues or concerns for children participating in the ministry. It shall be the responsibility of the Shepherds Staff Ministry to ensure compliance with this guideline.

**6.1.9. Children should attend age appropriate Children’s Ministries.** It is generally expected that a child shall only attend those Children’s Ministries designated for the child’s age or grade.

**6.1.10. Sign-in and Attendance.** Sign-in Sheets shall be used in all nursery, preschool, kindergarten, and elementary school Children’s

Ministries. Except as otherwise provided herein, a child's parent or guardian shall be required to sign the child into and out of a nursery, preschool, kindergarten, or elementary school Children's Ministry. Youth shall be required to sign in and out of all Youth Children's Ministries. Sign-in Sheets shall be collected by the UIF Staff or Volunteers coordinating the Children's ministry. Sign-in Sheets shall be retained in UIF's office for a period of one (1) year following the conclusion of the Children's Ministry.

**6.1.11. Notification of Children's Ministries' Starting and Ending Times, Location(s), and Assigned Volunteers and UIF Staff.** UIF Staff and Volunteers coordinating a Children's Ministry shall notify in writing the parents or legal guardians of children participating in a Children's Ministry of:

- Its starting and ending times;
- Location(s);
- UIF staff/ Volunteers assigned to the Children's Ministry; and
- Where additional information regarding the Children's Ministry can be obtained.

**6.1.12. Discipline.** When discipline is necessary, careful consideration of a child's dignity, self-esteem, and safety, as well as, the safety of others shall be considered. Gentleness, respect, and understanding must guide all actions and words. Discipline shall be carried out through instruction, training, and correction. Physical punishment shall not be used or tolerated. Disciplinary problems should be reported to the Pastor and to the parent or guardian. If a Volunteer is unsure how to respond in a particular situation, the Volunteer shall consult with the Pastor and/or Executive Committee.

**6.1.13. Architectural Precautions.** All offices and public rooms within UIF premises, with the exception of public restrooms shall have windows in the doors or side windows, or the door shall be left open during the Children's Ministry. Sight lines through the windows will remain unobstructed at all times.

**6.1.14. Drugs and Alcohol Use.** UIF Staff and Volunteers are prohibited from using, possessing, distributing, or being under the influence of alcohol, illegal drugs or misusing legal drugs while participating in or assisting with a Children's Ministry.

**6.1.15. Sexual Contact, Conduct, Communications and Materials.** Sexual contact, conduct and/or communications with a child are prohibited. Possession or viewing of sexually oriented materials

on UIF Property or in the presence of children is prohibited. UIF Staff and Volunteers are prohibited from discussing with children in Children's Ministries their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials. UIF Staff and Volunteers serving in a Children's Ministry are prohibited from dating or becoming romantically involved with a child. UIF Staff and Volunteers should be aware of youth "crushes" and respond to them in a responsible and professional manner.

**6.1.16. Respect for Privacy.** UIF Staff and Volunteers must respect the privacy of children in situations such as bathroom use, changing clothes, bathing, or similar situations demanding personal privacy. UIF Staff and Volunteers shall only intrude to the extent that health or safety require. They should protect their own privacy in similar situations. Toward this end, UIF Staff and Volunteers are prohibited from dressing, undressing, bathing or showering in the presence of children.

**6.1.17. Sleeping Arrangements.** UIF Staff and Volunteers are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children. However, it is acceptable to have multiple adults sleep in one open space such as a church basement or camp lodge in which children participating in the Children's Ministry are also sleeping.

**6.1.18. Hazing and Abuse Prohibited.** Hazing and abuse in connection with Children's Ministries are prohibited.

**6.1.19. Injuries or Illness.**

- Persons who are ill should not participate in a Children's Ministry.
- Participants who are ill should be returned to their parent or guardian as soon practicable.
- Reasonable steps should be taken to avoid contact with blood, saliva, or other bodily fluids, including the use of latex gloves which shall be provided for each Children's Ministry.
- UIF Staff and Volunteers who become aware of an injury to a UIF Staff member, Volunteer or Children's Ministry participant will take steps to ensure that proper medical attention is given to the injured person and provide for



continued monitoring of the remaining activity participants.

- Persons who have received an injury that is obviously minor should be given first aid as needed at the time of injury. The individual's parents or guardians should be notified of the injury when they pick up the injured participant.
- Any injury that may require medical treatment beyond simple first aid should be given immediate attention. The parents or guardians of the injured person should be notified immediately. If warranted by the injury, emergency medical personnel should be called.
- The UIF Staff and/or Volunteers who witnessed the injury will prepare a written Notice of Injury report and promptly forward the incident report to the Executive Committee.

**6.2. Guidelines for Nursery and Preschool Children's Ministries.** In addition to the general guidelines discussed in section 6.1, the following guidelines shall apply to Nursery and Preschool Children's Ministries:

**6.2.1. Release of Children.** Except as provided herein, children in Nursery and Preschool Children's Ministries shall only be released to the individuals identified on the child's Registration Form. A child may be released to someone other than those individuals designated on the Registration Form with prior written consent by the child's parent or guardian. If a UIF Staff member or Volunteer is unsure about the identity of the person claiming a child, they should ask for verification of the person's identity (e.g. driver's license).

**6.2.2. Changing Tables and Bathroom Use.** Nursery changing tables shall be in full view of the classroom. Whenever there is a bathroom located within a classroom it may be used by a child as needed. While Volunteers or UIF Staff shall monitor a child's use of a bathroom, a Volunteer or UIF Staff member should remain outside of the bathroom unless a child needs assistance. Whenever assistance is needed a Volunteer or UIF Staff member may assist with the door slightly open. If a child must go to the bathroom outside of the classroom a Volunteer or UIF Staff member must see that the child gets to and from the bathroom safely.

**6.3. Guidelines for Elementary School Ministries.** In addition to the general security guidelines for Children's Ministries discussed in section 6.1, the following guidelines shall apply to Elementary School Children's

Ministries:

**6.3.1. Release of Children.** Except as provided herein, children in 1<sup>st</sup> or 2nd grade may only be released to the individuals identified on the child's Registration Form. Children in grades 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> may be released on their own if this arrangement has been approved on the child's Registration Form for that Children's Ministry. In all other instances, except as provided herein, a child may only be released to the individual(s) identified on the child's Registration Form. A child may be released to someone other than those individuals designated on the Registration Form with prior written consent by the child's parent or guardian. As discussed in section 6.2.1., if a UIF staff member or Volunteer is unsure about the identity of the person claiming a child, they should ask for verification of the person's identity (e.g. driver's license).

**6.3.2. Bathroom Use.** Children in Elementary School Children's Ministries may utilize bathrooms within the UIF facility. A Volunteer or UIF Staff shall verify that the child gets to and from the bathroom safely. A Volunteer should not be alone with a child in a bathroom except for health or safety emergencies.

**6.4. Guidelines for Youth Ministries.** In addition to the general guidelines for Children's Ministries discussed in section 6.1., the following guidelines shall apply to Youth Children's Ministries:

**6.4.1. Release of Youth.** Youth shall be released on their own at the conclusion of a Youth Children's Ministry.

**6.5. Off-Campus and Overnight Activities Involving Children.** In addition to the general guidelines for Children's Ministries discussed in Section 6.1., the following guidelines shall apply to all Children's Ministries occurring off-campus or overnight ("Off-Campus and/ or Overnight Activities"):

**6.5.1. Approval.** The Pastor and Executive Committee must approve all Off-Campus and/ or Overnight Activities.

**6.5.2. Outside Ministries.** UIF may participate in ministries which are sponsored and/ or involve organizations other than UIF ("Outside Ministries"). These Outside Ministries may involve individuals which are not UIF Staff, Volunteers, or children. Because of the nature of Outside Ministries UIF cannot exercise the same degree of control it can with regard to UIF Ministries. In some instances the guidelines for volunteers and participants may differ from those of UIF Ministries. Accordingly, the following additional

procedures shall be followed for Outside Ministries:

- The policies, procedures, and guidelines for an Outside Ministry involving UIF children shall be reviewed by the Pastor and the Executive Committee and communicated to UIF parents and participants;
- A parent or guardian orientation meeting(s) will be held explaining the nature of the Outside Ministry; and
- Parental or guardian permission and medical and liability release forms for all participants shall be required.

**6.5.3. Staffing Ratios for Off-Campus and Overnight Activities.** For Off-Campus and Overnight Activities where both male and female children will be participating, both male and female adult Volunteers and/or UIF Staff are required to attend.

**6.5.4. Off-Campus and Overnight Activity Registration Form.**

**6.5.4.1. Off-Campus and Overnight Activity Form Required.** An Off-Campus or Overnight Activity Registration Form must be completed by a child's parent or guardian before a child may participate in an Off-Campus or Overnight Activity.

**6.5.4.2. Development of Off-Campus and Overnight Activity Release Form.** An Off-Campus or Overnight Activity Registration Form shall be developed by the Executive Committee, in consultation with legal counsel, and shall be presented to the Congregation Council for its review and approval. At a minimum the Off-Campus or Overnight Activity Registration Form shall include the following:

- Name of the Off-Campus or Overnight Activity;
- Description of the Off-Campus or Overnight Activity;
- Child's full name;
- Child's date of birth;
- Parent(s) or legal guardian(s) full name, home address, home telephone number, work telephone number, cell phone number, and e-mail address (if any);
- Alternative emergency contact's full name, address, home telephone number, work telephone number, cell phone number, and

- e-mail address (if any);
- Information regarding special medical conditions; such as allergies, diabetes, etc.;
- Medical release;
- Parent participation permission clause; and
- Assumption of the risk and waiver of liability clause.

**6.5.4.3. High or Unusual Risks.** Certain Off-Campus or Overnight Activities may involve high or unusual risks (e.g., whitewater rafting, skiing, camping, rock climbing, swimming, construction, disaster relief, overseas travel). Under such circumstances, the Executive Committee shall arrange for legal counsel to review the Off-Campus or Overnight Activity Registration Form if it has not been previously reviewed in connection with the activity.

**6.5.4.4. Storage and Use of Registration Forms.** During the Off-Campus or Overnight Activity, the original Off-Campus or Overnight Activity Registration Form for each child participating in the Off-Campus or Overnight Activity shall be kept in the possession of the UIF Staff or Volunteer(s) assigned to lead the Off-Campus or Overnight Activity. During the Off-Campus or Overnight Activity, a copy of the Off-Campus or Overnight Activity Registration Form for each child participating in the Off-Campus or Overnight Activity shall be kept in the UIF office.

**6.5.4.5. Transportation.** If participants are responsible for providing their own transportation to and from an Off-Campus or Overnight Activity, then the child's parent or guardian shall be responsible for providing and supervising the transportation arrangements for the child. If transportation for an Off-Campus or Overnight Activity is to be arranged by UIF, the following conditions must be met:

- Drivers must be at least 21 years of age and have a valid driver's license. Prior to the commencement of each Off-Campus or Overnight Activity, UIF shall check the driver's license of each UIF Staff member or Volunteer who will be driving children in connection with the Off-Campus or Overnight Activity to ensure they have a valid

driver's license;

- All vehicles used to transport children must have proof of current insurance. Prior to the commencement of each Off-Campus or Overnight Activity, UIF shall review and make a copy of the proof of insurance for each vehicle;
- All persons in the vehicle must wear a seat belt and proper child restraints must be provided as required by law; and
- Caravanning is prohibited.

## **7. REPORTING VIOLATIONS OF THIS POLICY AND OTHER CONCERNS.**

**7.1. Reporting Non-Abuse and Non-Neglect Concerns.** Concerns relating to child abuse or neglect shall be handled in accordance with Section 8 of this Policy. Violations of this Policy and other concerns related to the health and welfare of children involved in Children's Ministries (collectively, "Non-Abuse and Non-Neglect concerns") shall be handled pursuant to Section 7 of this Policy. If a Non-Abuse and Non-Neglect concern presents an immediate risk to a child, UIF Staff and Volunteers are expected to take such actions as may be necessary to protect the health and welfare of the child including, but not limited to, calling 911. In all instances, Non-Abuse and Non-Neglect concerns shall be reported to the Pastor, the Congregation President or any other member of the Executive Committee. However, there is no need to follow any formal chain of command when reporting a Non-Abuse and Non-Neglect concern.

**7.2. Responding to Non-Abuse and Non-Neglect Concerns.** All reported Non-Abuse and Non-Neglect Concerns shall be referred to the Executive Committee for investigation and action. The Executive Committee shall take such action as it determines is necessary to protect the health and welfare of children in Children's Ministries.

## **8. REPORTING SUSPECTED CHILD ABUSE OR NEGLECT.**

**8.1. Child Abuse and Neglect Defined.** The Illinois Department of Children and Family Services website <http://www.state.il.us/Dcfs/> describes child abuse and neglect as follows:

Child abuse is the mistreatment of a child under the age of 18 by:

- a parent or their romantic partner;
- an immediate relative or someone living in their home;
- a caretaker such as a babysitter or daycare worker;
- any person responsible for the child's welfare, such as a health care provider, educator, coach or youth program volunteer.

The mistreatment can either result in injury or put the child at serious risk of injury. Child abuse can be physical (i.e. bruises or broken bones), sexual (i.e. fondling or incest), or mental (emotional injury or psychological illness).

Neglect is the failure of a parent or caretaker to meet “minimal parenting” standards for providing adequate supervision, food, clothing, medical care, shelter or other basic needs.

## **8.2. Reporting Suspected Child Abuse and Neglect.**

**8.2.1. Reporting to DCFS.** UIF Staff and Volunteers who suspect a child in a Children’s Ministry is a victim of abuse or neglect are required by this Policy to call the 24-hour Child Abuse Hotline at 800-25-ABUSE (800-252-2873) if they suspect that a child has been harmed or is at risk of being harmed by abuse or neglect. If they believe a child is in immediate danger of harm, they should call 911 first. Reports may be made confidentially or anonymously. The law protects a reporter from civil liability for any call made in good faith.

**8.2.2. Reporting to UIF.** UIF Staff and Volunteers who suspect a child in a Children’s Ministry is a victim of abuse or neglect shall also: report the concern to the Pastor, the Congregation President or another member of the Executive Committee; and submit a completed UiF Report of Suspected Child Abuse to the Congregation President. There is no need to follow any formal chain of command when reporting the concern. The Executive Committee shall immediately take such action as it determines is necessary to protect the health and welfare of the child or children involved. In addition, the Executive Committee shall as soon as possible consult with outside legal counsel, investigate the concern, and take such additional actions it determines are necessary to protect children in UIF’s Children’s Ministries and/or required by applicable law.

**9. CONVICTED SEXUAL OR VIOLENT OFFENDER AT UNITED IN FAITH.** The following guidelines will be used if a convicted sexual or violent offender wishes to join or participate in UIF’s life and ministry. Nothing herein is intended nor shall it be construed as limiting the ability of the Congregation Council to exclude anyone from participating in UIF’s life and ministry if it determines in its discretion that doing so is in the best interest of UIF’s ministry.

**9.1. Theological Perspective.** UIF believes a congregation should be a sanctuary, a place of refuge and safety: “You who live in the shelter of the Most High, who abide in the shadow of the Almighty, will say to the LORD, ‘My refuge and my fortress; my God, in whom I trust’” (Psalm 91:1-2). As Christians, UIF also believes that God offers forgiveness, so that, freed from our past, we can face the future with new possibilities: “In Christ God was reconciling the world to

himself, not counting their trespasses against them, and entrusting the message of reconciliation to us” (2 Corinthians 5:19).

UIF affirms the dignity and worth of all persons. UIF is committed to being a religious community open to those who are in need, especially in times of serious personal troubles. However, UIF also believes that abusive and violent behavior is a choice and UIF’s care for persons includes caring enough to hold people accountable for those choices. UIF recognizes that protecting children must take precedence over any embarrassment or hesitation at confronting realities that may be painful for those who are part of UIF’s life and ministry.

**9.2. Legal Consultation.** Before taking any action with respect to the individual, the Executive Committee shall consult with legal counsel regarding the best way to proceed given the particular circumstances.

**9.3. Conviction Assessment.** The Executive Committee shall work with legal counsel to determine whether the individual was in fact convicted of a sexual or violent crime and the specifics of the same. The Executive Committee shall also work with legal counsel to determine whether there are any legal limitations on the ability of the individual to participate in UIF’s life and ministry.

**9.4. Risk Assessment.** The Executive Committee shall work with legal counsel to obtain and assess information regarding the risk the individual presents to other individual’s participating in UIF’s life and ministry.

**9.5. Terms and Conditions of Participation in UIF’s Life and Ministry.** Based on the foregoing assessments and taking into account the foregoing theological perspective, the Executive Committee shall recommend to the Congregation Council whether the individual should be permitted to participate in UIF’s life and ministry. This recommendation shall be made based on the Executive Committee’s assessment of the potential risk posed by the individual to others participating in UIF’s life and ministry. If the Executive Committee recommends the individual be permitted to participate in UIF’s life and ministry, it shall also recommend the terms and conditions under which the individual may do so. The recommended terms and conditions shall minimally require the individual to execute a covenant outlining the terms and conditions with which the individual must comply. Whether the individual is in fact permitted to participate in UIF’s life and ministry and the terms under which s/he may do so shall be determined by the Congregation Council in its discretion.

**9.6. Violent Sexual Crimes and Crimes involving Children.** Without limiting the foregoing, individuals convicted of violent sexual crimes or crimes against children shall minimally be required to abide by the following terms and conditions:

- The individual’s identity, criminal convictions, and the terms and conditions under which the individual may participate in UIF’s life and

ministry shall be disclosed to Congregation members, outside organizations utilizing the church building, and others whom the Congregation Council believes should know this information.

- The Congregation Council shall designate two (2) or more support persons for the individual who are: (i) UIF members; (ii) not related to individual or living in the individual's household; (iii) familiar with the individual's criminal convictions; and (iv) familiar with the terms and conditions under which the individual may participate in UIF's life and ministry ("Support Person(s)").
- The Congregation Council shall identify the worship service(s) and other activities in which the individual may participate ("Permitted Activities"). The individual may not participate in any other UIF activities or be present on the Congregation's property at any other time without the prior written permission of the Congregation Council. If a Support Person is not available to accompany the individual to a Permitted Activity the individual may not participate in the Permitted Activity at that time.
- When attending a Permitted Activity, the individual shall use the most direct route from the parking lot to the main entrance of the church building and will avoid passing through other parts of the UIF building which are not necessary for him to pass through to attend the Permitted Activity.
- The individual shall avoid contact with children, youth and vulnerable adults while on UIF property or attending a UIF activity. If a child, youth or vulnerable adult approaches the individual, the individual is required to politely and immediately excuse her/himself from the situation.
- The individual may not lead, chaperone or otherwise participate in UIF activities directed at children, youth and/or vulnerable adults including, but not limited to, Sunday school, communion class, confirmation class, youth group, and Vacation Bible School.
- If an outside youth organization is scheduled to meet on UIF property at the same time as a Permitted Activity is scheduled to take place on UIF property, the individual may not attend the Permitted Activity at that time.
- The individual may not seek or accept any leadership or representational position within, or on behalf of UIF.
- The individual shall comply fully with all restrictions and requirements placed upon him as a result of any legal action.



- The individual is prohibited from being in or near the nursery, preschool, elementary, junior high or high school areas of the UIF building for any reason whatsoever.
- At least twice each calendar year and as otherwise requested by the Congregation Council, the individual will meet with and report to representatives of the Congregation Council regarding the status of his adherence to the terms and conditions of her/his participation in UIF's life and ministry.
- If the individual decides to transfer to (or substantially attend) another congregation, UIF will seek to inform the leadership of that congregation of the terms and conditions under which the individual participated in UIF's life and ministry.

**10. MEDIA RELATIONS.** Press statements dealing with incidents of alleged abuse or harassment shall be made only by the spokesperson designated by the Congregation Council. All statements for the media shall be approved by the Pastor and the Executive Committee after consultation with legal counsel.

**11. LAW ENFORCEMENT.** All ministry leaders, employees, and volunteers of this ministry will cooperate fully with law enforcement or governmental agencies investigating allegations of injury, abuse, or molestation.

**12. Clergy Penitent Privilege.** Nothing in this Policy is intended nor shall it be construed to waive the clergy-penitent privilege or require a member of the clergy to disclose a clergy-penitent communication.

**13. ANNUAL REVIEW.** This Policy shall be reviewed at least every three (3) years by Executive Committee, in consultation with legal counsel, to determine if it needs to be revised. The Congregation Council shall be presented with a report for its consideration by the Executive Committee outlining any recommended revisions to this Policy and the rationale for the same.

**14. AMENDMENT AND REPEAL.** This Policy may be amended or repealed by the Congregation Council.

#### **Approval Date**

This policy is approved as of September 17, 2013.

#### **EFFECTIVE DATE**

As the provisions of this policy will take time to implement, a progressive implementation schedule will be included as Schedule. This Policy is fully effective and shall be fully implemented within twelve (12) months of its initial approval.

Attachments:

UiF Children's Ministry Volunteer Orientation.doc  
UiF Children's Ministry Position Descriptions.doc  
UiF Children's Ministry Registration Form 11 10 2013.doc  
UiF Children's Ministry SignIn Sheet 11 10 2013.doc  
UiF Children's Ministry Volunteer Application 07 21 2013 (00076250-3).docx  
UiF Children's Ministry Volunteer Reference Check 07 21 2013 (00076249).docx  
UiF Children's Ministry Volunteer Assessment Form.doc  
UiF Children's Ministry Youth Volunteer Application 07 21 2013 (00076252-2).doc  
UiF OffCampus Overnight Registration & Release Form 11 10 2013.doc  
UiF Youth Ministry SignIn Sheet 11 10 2013.doc  
UiF Notice of Injury.doc  
UiF Report of Suspected Child Abuse.doc  
Policy on Animals at United in Faith  
Policy on Purchasing Non-Food Supplies

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**United in Faith  
Children's Ministry Volunteer Assessment Form**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Volunteer Application Form**

Date received: \_\_\_\_\_

Complete: YES NO Last date to resubmit form: \_\_\_\_\_

Date "No Thank You Letter" sent: \_\_\_\_\_

Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Concerns reviewed: \_\_\_\_\_

Concerns resolved: YES NO

Date Pastor tells applicant "No Thank You": \_\_\_\_\_

Date application deemed acceptable: \_\_\_\_\_

**Licenses and Certifications**

Date received: \_\_\_\_\_

Complete: YES NO Last date to resubmit form: \_\_\_\_\_

Date "No Thank You Letter" sent: \_\_\_\_\_

Date application deemed acceptable: \_\_\_\_\_

**Interview**

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Concerns reviewed: \_\_\_\_\_

Concerns resolved: YES NO

Date Pastor tells applicant "No Thank You": \_\_\_\_\_

Date interview deemed acceptable: \_\_\_\_\_

**Reference Checks**

References checked within the past five (5) years: YES NO

If YES, skip Reference Checks.

Deemed active at UiF since last Reference Check: YES NO Date: \_\_\_\_\_

If YES, skip Reference Checks.

Number of references received: \_\_\_\_\_

Date Volunteer Reference Check Form 1 sent: \_\_\_\_\_ Received: \_\_\_\_\_

Date Volunteer Reference Check Form 2 sent: \_\_\_\_\_ Received: \_\_\_\_\_

Date Volunteer Reference Check Form 3 sent: \_\_\_\_\_ Received: \_\_\_\_\_

Date applicant requested to follow-up with the reference 1: \_\_\_\_\_  
Date applicant requested to follow-up with the reference 2: \_\_\_\_\_  
Date applicant requested to follow-up with the reference 3: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date Concerns reviewed: \_\_\_\_\_  
Concerns resolved: YES NO  
Date Pastor tells applicant "No Thank You": \_\_\_\_\_  
Date references deemed acceptable: \_\_\_\_\_

**Criminal Background Check**

Criminal Background Check within the past five (5) years: YES NO  
If YES, skip Criminal Background Check.  
Deemed active at UiF since last Criminal Background Check: YES NO  
Date:  
If YES, skip Criminal Background Check.

Date Criminal Background Check requested: \_\_\_\_\_ Received: \_\_\_\_\_  
Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date Concerns reviewed: \_\_\_\_\_  
Concerns resolved: YES NO  
Date Pastor tells applicant "No Thank You": \_\_\_\_\_  
Date criminal background check deemed acceptable: \_\_\_\_\_

**Volunteer Assessment Form**

Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date Concerns reviewed: \_\_\_\_\_  
Concerns resolved: YES NO  
Date Pastor tells applicant "No Thank You": \_\_\_\_\_  
Date Volunteer Assessment Form deemed acceptable: \_\_\_\_\_  
  
Date Volunteer sent letter of acceptance: \_\_\_\_\_

**Online Training**

Date completed: \_\_\_\_\_ Score: \_\_\_\_\_

## **Children's Ministry & Youth Ministry Volunteer Position Descriptions**

The following are the groups within the Children's Ministry and Youth Ministry and the positions therein. After this outline, there are descriptions for each position within the two ministries, except for director and ministry members. Those descriptions are found in the Ministry Director's Manual and are included in this document.

### **Children's Ministry**

- Children's Ministry Director
- Children's Ministry Member

### **Sunday School**

- Sunday School Teacher
- Sunday School Teacher Assistant
- Sunday School Youth Volunteer

### **Vacation Bible School (VBS)**

- VBS Chair
- VBS Assistant
- VBS Youth Volunteer

### **Youth Ministry**

- Youth Ministry Director
- Youth Ministry Member

### **Confirmation**

- Confirmation Teacher
- Confirmation Assistant

### **Youth Group**

- Youth Leader
- Youth Assistant

In the UIF Safe Sanctuaries Policy, both the Children's Ministry and Youth Ministry are grouped under the Children's Ministry since they both include children under the age of 18.

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# **Children's Ministry**

## **Sunday School Teacher - Position Description**

Title of Volunteer: Sunday School Teacher

Title of Children's Ministry: Sunday School

Duties, responsibilities, and expectations:

- Work with Pastor and Ministry Director to set the curriculum and to determine the course materials to use.
- Prepare a detailed plan for each Sunday.
- Tailor the course to the class as needed.
- Set and prepare class projects.
- Be prepared to teach Sunday School every Sunday.
- Orient the Sunday School Teacher Assistants and Sunday School Youth Volunteers.
- Give direction to Sunday School Teacher Assistants and Sunday School Youth Volunteers when present.
- Work with the church office to obtain course materials and needed supplies.
- Prepare the Sunday School students to present a Christmas program in December.
- Be a good example for the Sunday School students.
- Recruit Sunday School Assistants and Youth Volunteers.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Children's Ministry Director on at least a monthly basis, highlighting the class' progress, accomplishments and future activities.
- May be asked to attend the monthly Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 21 or above.
- Must work well with others.
- Must relate well to children.
- Should have some creative ability.
- Prior Sunday School or VBS experience desirable.
- Being a parent is desirable.

Oversight By: Pastor and the Ministry Director

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

## **Children's Ministry Sunday School Teacher Assistant - Position Description**

Title of Volunteer: Sunday School Teacher Assistant

Title of Children's Ministry: Sunday School

Duties, responsibilities, and expectations:

- Work with Pastor, Ministry Director and Sunday School Teacher to set the curriculum and to determine the course materials to use.
- Take direction from the Sunday School Teacher.
- Prepare a detailed plan for each Sunday if conducting the class.
- Tailor the course to the class.
- Set and prepare class projects if required.
- Be prepared to teach Sunday School every Sunday.
- When conducting the class, give direction to Sunday School Youth Volunteers when present.
- When requested, work with the church office to obtain course materials and needed supplies.
- Help to prepare the Sunday School students to present a Christmas program in December.
- Be a good example for the Sunday School students.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Sunday School Teacher.
- When asked, gives a report to the Children's Ministry Director, highlighting the class' progress, accomplishments and future activities.
- May be asked to attend the monthly Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 18 or above.
- Must work well with others.
- Must relate well to children.
- Can take direction.
- Should have some creative ability.
- Prior Sunday School or VBS experience desirable.

Oversight By: Pastor, the Ministry Director and Sunday School Teacher

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

## **Children's Ministry Sunday School Youth Volunteer - Position Description**

Title of Volunteer: Sunday School Youth Volunteer

Title of Children's Ministry: Sunday School

Duties, responsibilities, and expectations:

- Take direction from the Sunday School Teacher and or the Sunday School Assistant.
- Prepare class projects if required.
- Assist the Sunday School Teacher and/or Assistant as requested i.e. teaching; helping with class projects; helping with preparing for the Christmas program.
- Be a good example for the Sunday School students.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Sunday School Teacher.
- May be asked to attend the monthly Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 14 to 17.
- Must work well with others.
- Must relate well to children.
- Can take direction.
- Should have some creative ability.
- Prior Sunday School or VBS experience desirable.

Oversight By: Pastor, the Ministry Director and Sunday School Teacher

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.



## **Children's Ministry Vacation Bible School Chair - Position Description**

Title of Volunteer: Vacation Bible School Chair

Title of Children's Ministry: Vacation Bible School (VBS)

Duties, responsibilities, and expectations:

- Work with Pastor and Ministry Director to set the curriculum and to determine the course materials to use.
- Work with the VBS Assistants and Youth Volunteers to prepare a detailed plan for the five (5) days of VBS, including class projects.
- Taylor the course to the class as needed.
- Be prepared to teach VBS for the entire week.
- Orient the VBS Teacher Assistants and VBS Youth Volunteers.
- Give direction to VBS Assistants and VBS Youth Volunteers.
- Work with the church office to obtain course materials and needed supplies.
- Be a good example for the VBS students.
- Recruit VBS Assistants and Youth Volunteers.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Children's Ministry Director.
- Reports to the Children's Ministry Director, highlighting the class' accomplishments.
- May be asked to attend the Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 21 or above.
- Must work well with others.
- Must relate well to children.
- Should have some creative ability.
- Prior Sunday School or VBS experience desirable.
- Being a parent is desirable.

Oversight By: Pastor and the Ministry Director

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

## **Children's Ministry Vacation Bible School Assistant - Position Description**

Title of Volunteer: Vacation Bible School Assistant

Title of Children's Ministry: Vacation Bible School (VBS)

Duties, responsibilities, and expectations:

- Work with Pastor, Ministry Director and VBS Chair to set the curriculum and to determine the course materials to use.
- Take direction from the VBS Chair.
- Work with the VBS Chair and Youth Volunteers to prepare a detailed plan for the five (5) days of VBS, including class projects.
- Tailor the course to the class as needed.
- Be prepared to teach VBS or work in any capacity required.
- Give direction to VBS Youth Volunteers.
- Work with the church office to obtain course materials and needed supplies, if requested.
- Be a good example for the VBS students.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Children's Ministry Director.
- May be requested to report to the Children's Ministry Director, highlighting the class' accomplishments.
- May be asked to attend the Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 21 or above.
- Must work well with others.
- Must relate well to children.
- Should have some creative ability.
- Prior Sunday School or VBS experience desirable.
- Being a parent is desirable.

Oversight By: Pastor, the Ministry Director and VBS Chair

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

## **Children's Ministry**

### **Vacation Bible School Youth Volunteer - Position Description**

Title of Volunteer: Vacation Bible School Youth Volunteer

Title of Children's Ministry: Vacation Bible School (VBS)

Duties, responsibilities, and expectations:

- Take direction from the VBS Chair and the VBS Assistants.
- Assist the VBS Chair and/or Assistant as requested.
- Be a good example for the VBS students.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the VBS Chair.
- May be asked to attend the monthly Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 14 to 17.
- Must work well with others.
- Must relate well to children.
- Can take direction.
- Should have some creative ability.
- Prior Sunday School or VBS experience desirable.

Oversight By: Pastor, the Ministry Director and VBS Chair

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

## **Children's Ministry Confirmation Teacher - Position Description**

Title of Volunteer: Confirmation Teacher

Title of Children's Ministry: Confirmation

Duties, responsibilities, and expectations:

- Work with Pastor and Ministry Director to set the curriculum and to determine the course materials to use.
- Prepare a detailed plan for each class.
- Tailor the course to the class as needed.
- Set and prepare class projects.
- Be prepared to teach confirmation every week.
- Orient the Confirmation Assistants.
- Give direction to Confirmation Assistants.
- Work with the church office to obtain course materials and needed supplies.
- Be a good example for the confirmation students.
- Recruit Confirmation Assistants.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Children's Ministry Director on at least a monthly basis, highlighting the class' progress, accomplishments and future activities.
- May be asked to attend the monthly Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 21 or above.
- Must work well with others.
- Must relate well to children.
- Should have some creative ability.
- Prior Sunday School or confirmation teaching experience desirable.
- Being a parent is desirable.

Oversight By: Pastor and the Ministry Director

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

## **Children's Ministry Confirmation Assistant - Position Description**

Title of Volunteer: Confirmation Assistant

Title of Children's Ministry: Confirmation

Duties, responsibilities, and expectations:

- Work with Pastor, Ministry Director and Confirmation Teacher to set the curriculum and to determine the course materials to use.
- Take direction from the Confirmation Teacher.
- Work with the Confirmation Teacher to prepare a detailed plan for each class.
- Tailor the course to the class as needed.
- Be prepared to teach the confirmation class or work in any capacity required.
- Work with the church office to obtain course materials and needed supplies, if requested.
- Be a good example for the confirmation students.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Confirmation Teacher.
- When asked, gives a report to the Children's Ministry Director, highlighting the class' progress, accomplishments and future activities.
- May be asked to attend the Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 21 or above.
- Must work well with others.
- Must relate well to children.
- Should have some creative ability.
- Prior Sunday School or confirmation teaching experience desirable.
- Being a parent is desirable.

Oversight By: Pastor, the Ministry Director and Confirmation Teacher

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

# **Children's Ministry**

## **Youth Leader - Position Description**

Title of Volunteer: Youth Leader

Title of Children's Ministry: Youth Group

Duties, responsibilities, and expectations:

- Work with Pastor and Ministry Director to set the format and agenda for each meeting.
- Work with Pastor and Ministry Director to set curriculum and to determine the materials to use.
- Prepare a detailed plan for each meeting.
- Tailor the activities to the group.
- Set and prepare class projects and outside activities.
- Be prepared for each meeting of the Youth Group.
- Orient the Youth Group Assistants.
- Give direction to Youth Group Assistants.
- Work with the church office to obtain materials and needed supplies.
- Be a good example for the Youth.
- Recruit Youth Assistants.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Children's Ministry Director on at least a monthly basis, highlighting the class' progress, accomplishments and future activities.
- May be asked to attend the monthly Ministry Director's meeting.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 21 or above.
- Must work well with others.
- Must relate well to youth.
- Should have some creative ability.
- Prior Sunday School or confirmation teaching or youth group experience. desirable.
- Being a parent is desirable.

Oversight By: Pastor and the Ministry Director

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.

## **Children's Ministry Youth Assistant - Position Description**

Title of Volunteer: Youth Assistant

Title of Children's Ministry: Youth Group

Duties, responsibilities, and expectations:

- Work with Pastor, Ministry Director and Youth Leader to set the format and agenda for each meeting.
- Work with Pastor, Ministry Director and Youth Leader to set curriculum and to determine the materials to use.
- Take direction from the Youth Leader.
- Work with the Confirmation Teacher to prepare a detailed plan for each meeting.
- Taylor activities to the group.
- Be prepared to lead the youth group or work in any capacity required.
- Work with the church office to obtain course materials and needed supplies, if requested.
- Be a good example for the youth.
- Place an emphasis on the Ten Commandments, prayer and the Nicene Creed.
- Reports directly to the Youth Leader.
- When asked, gives a report to the Children's Ministry Director, highlighting the class' progress, accomplishments and future activities.
- Attend orientation and training as required.
- Read and follow the "Safe Sanctuaries Policy."

Minimum Qualifications:

- Must have been active at UIF for the six (6) months immediately prior to starting the Volunteer position.
- Must be age 21 or above.
- Must work well with others.
- Must relate well to youth.
- Should have some creative ability.
- Prior Sunday School or confirmation teaching or youth group experience. desirable.
- Being a parent is desirable.

Oversight By: Pastor, the Ministry Director and Youth Leader

All Children's Ministries Volunteers shall be subject to reference and a criminal background check before being permitted to serve in a Volunteer position in a Children's Ministry.





**Children's Ministry Registration & Release Form**  
**Sunday School / Vacation Bible School**  
Continued

**Medical Release**

"I, \_\_\_\_\_, give permission for United in Faith Lutheran  
[print name of parent or guardian]  
Church to seek urgent or emergency medical services for \_\_\_\_\_.  
[print name of child]

I agree to incur all financial liabilities required if care becomes necessary. I understand that United in Faith Lutheran church will contact me before care is needed, but in the event I am unavailable, care will be sought without my immediate consent."

**Photograph**

Please attach a photograph of child here.

Parent / Guardian Signature: \_\_\_\_\_

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

**Note** that ALL information must be completed on this form. Please return completed form to United in Faith Lutheran Church or your child will not be able to participate. Signature and date of signature is required on both pages.

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**Children's Ministry Sign In Sheet  
Sunday School / Vacation Bible School**

**DATE:** \_\_\_\_\_ **page** \_\_\_\_ **of** \_\_\_\_

**Child's Name (print):** \_\_\_\_\_

**Parent/Guardian's signature in:** \_\_\_\_\_

**Parent/Guardian's signature out:** \_\_\_\_\_

\*\*\*\*\*

**Child's Name (print):** \_\_\_\_\_

**Parent/Guardian's signature in:** \_\_\_\_\_

**Parent/Guardian's signature out:** \_\_\_\_\_

\*\*\*\*\*

**Child's Name (print):** \_\_\_\_\_

**Parent/Guardian's signature in:** \_\_\_\_\_

**Parent/Guardian's signature out:** \_\_\_\_\_

\*\*\*\*\*

**Child's Name (print):** \_\_\_\_\_

**Parent/Guardian's signature in:** \_\_\_\_\_

**Parent/Guardian's signature out:** \_\_\_\_\_

\*\*\*\*\*

**Child's Name (print):** \_\_\_\_\_

**Parent/Guardian's signature in:** \_\_\_\_\_

**Parent/Guardian's signature out:** \_\_\_\_\_

\*\*\*\*\*

**Child's Name (print):** \_\_\_\_\_

**Parent/Guardian's signature in:** \_\_\_\_\_

**Parent/Guardian's signature out:** \_\_\_\_\_

\*\*\*\*\*

**Child's Name (print):** \_\_\_\_\_

**Parent/Guardian's signature in:** \_\_\_\_\_

**Parent/Guardian's signature out:** \_\_\_\_\_

**Children's Ministry Volunteer Application**

Name: \_\_\_\_\_  
(First, Middle, Last)  
Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Email Address \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Previous Volunteer Experience: \_\_\_\_\_  
Special interests, hobbies and/or skills: \_\_\_\_\_  
Why would you like to volunteer in a Children's Ministry? \_\_\_\_\_  
\_\_\_\_\_

Please list the states and cities in which you have resided during the past five (5) years:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the church or churches have you attended during the past five (5) years. Include the name of the church, the state and city in which it is located, and the years you attended:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your experience working with children: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer the following questions:

- Do you use illegal drugs? Yes/No
- Have you ever been convicted of a criminal offense? Yes/No
- Have you ever been convicted of child abuse or neglect? Yes/No
- Has your driver's license ever been suspended or revoked? Yes/No
- Have you ever resigned or been removed from a position in which you were working with children? Yes/No
- Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children? Yes/No

If you answer "Yes" to any of the foregoing questions, please explain on a separate piece of paper.

Please provide the name, address and telephone number of three (3) non-family references who are familiar with your character as it relates to working with children. Also, please identify your relationship with each reference (e.g., co-worker, friend):

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### **REPRESENTATIONS AND WARRANTIES**

By signing this application you represent and warrant:

1. You confess and accept the Confession of Faith set forth in the UIF Constitution;
2. You have read the Volunteer Position Description and are ready, willing and able to fulfill the position's duties and responsibilities;
3. You have read and will abide by the UIF Safety Guidelines for Children's Ministries; and
4. The information you provided in this application is true, correct and complete to the best of your knowledge.

### **AUTHORIZATION AND RELEASE**

By signing this application you:

1. Authorize UIF to verify the information provided in this application and assess your application by: (i) contacting the persons and organizations listed in this application, (ii) conducting a criminal background check, and/or (iii) by other means, including contacting others whom you have not listed;

2. Authorize the organizations and persons listed in this application as well as others contacted by UIF to give whatever information (including opinion and impressions) they may have regarding your background, character, and fitness to work with children;

3. KNOWINGLY AND VOLUNTARILY RELEASE FROM LIABILITY ANY PERSON OR ORGANIZATION THAT PROVIDES INFORMATION TO UIF IN CONNECTION WITH UIF'S VERIFICATION AND ASSESSMENT OF YOUR APPLICATION; AND

4. KNOWINGLY AND VOLUNTARILY RELEASE UIF (INCLUDING ITS OFFICERS, CONGREGATION COUNCIL MEMBERS, MEMBERS, PASTORS, EMPLOYEES, CONTACTORS, AND VOLUNTEERS) FROM LIABILITY ARISING OUT OF OR IN ANY WAY RELATED TO YOUR APPLICATION, UIF'S VERIFICATION AND ASSESSMENT OF YOUR APPLICATION, AND ACTION(S) TAKEN BY UIF IN CONNECTION WITH YOUR APPLICATION.

*(Please read this document carefully before signing and submitting it to UIF)*

PRINTED NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**United in Faith Lutheran Church Use Only**

**Received by UIF on:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Name** \_\_\_\_\_  
**By:** \_\_\_\_\_

**Volunteer File existing/created:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Administrative Review:**

- **Application is complete:** \_\_\_\_\_ **By:** \_\_\_\_\_
- **Application is incomplete:** \_\_\_\_\_ **By:** \_\_\_\_\_
- **Applicant contacted:** \_\_\_\_\_ **By:** \_\_\_\_\_
- **Denial letter sent:** \_\_\_\_\_ **By:** \_\_\_\_\_

• \_\_\_\_\_ **Concerns:**  
**YES / NO**

• If "YES," explain: \_\_\_\_\_  
\_\_\_\_\_

• Executive Committee Response: \_\_\_\_\_  
\_\_\_\_\_

• Executive Committee Decision: \_\_\_\_\_  
\_\_\_\_\_

**License/Certification:**

• **Applicable:** \_\_\_\_\_ **YES / NO**

• **Required license/ certification:** \_\_\_\_\_

• **Required license/certification provided:** \_\_\_\_\_ **YES / NO**

• **Required license/certification copies and placed in file:** \_\_\_\_\_ **YES / NO**

• **Completed:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Interview:**

• **Completed:** \_\_\_\_\_ **By:** \_\_\_\_\_

• **Concerns:** \_\_\_\_\_ **YES / NO**

- If “YES,” explain: \_\_\_\_\_

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- Executive Committee Response: \_\_\_\_\_

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- Executive Committee Decision: \_\_\_\_\_

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**Reference Checks:**

- **Reference Checks not required pursuant to Safe Sanctuary Policy Section 3.6.3?**

YES / NO \_\_\_\_\_ By: \_\_\_\_\_

- **Mailed:** \_\_\_\_\_ By: \_\_\_\_\_
- **Reference 1 received:** \_\_\_\_\_ By: \_\_\_\_\_
- **Reference 2 received:** \_\_\_\_\_ By: \_\_\_\_\_
- **Reference 3 received:** \_\_\_\_\_ By: \_\_\_\_\_

- **Concerns:** \_\_\_\_\_ **YES / NO**

- If “YES,” explain: \_\_\_\_\_

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- Executive Committee Response: \_\_\_\_\_

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- Executive Committee Decision: \_\_\_\_\_

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**Background Check:**

- **Background Check not required pursuant to Safe Sanctuary Policy Section 3.7.2?**

YES / NO \_\_\_\_\_ By: \_\_\_\_\_

- **Background Check Service:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- **Completed:** \_\_\_\_\_ **By:** \_\_\_\_\_
- **Concerns:** \_\_\_\_\_ **YES / NO**
- If "YES," explain: \_\_\_\_\_  
\_\_\_\_\_
- **Executive Committee Response:** \_\_\_\_\_  
\_\_\_\_\_
- **Executive Committee Decision:** \_\_\_\_\_  
\_\_\_\_\_

**Volunteer Application and Screening Procedures Verification:**

- **Procedures complete:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Affirmation of Volunteer's Call:**

- **Concerns:** \_\_\_\_\_ **YES / NO**
- If "YES," explain: \_\_\_\_\_  
\_\_\_\_\_
- **Executive Committee Response:** \_\_\_\_\_  
\_\_\_\_\_
- **Executive Committee Decision:** \_\_\_\_\_  
\_\_\_\_\_
- **Volunteer's Children's Ministry Call Affirmed:** \_\_\_\_\_ **YES / NO**

**Volunteer Notification:**

- **Affirmation: Letter Sent:** \_\_\_\_\_ **By:** \_\_\_\_\_
- **Denial: Contacted by Pastor:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Orientation:**

- **Completed:** \_\_\_\_\_ **By:** \_\_\_\_\_

# Children's Ministry Volunteer Orientation

## Children's & Youth Ministry Groups

### Children's Ministry

Children's Ministry Director – Dana Callgreen

Children's Ministry Member – Dawn Kuswik

### Sunday School

Sunday School Teacher – Dana Callgreen

Sunday School Teacher Assistant – Dawn Kuswik

Sunday School Youth Volunteer – Karine Kuswik

### Vacation Bible School (VBS)

VBS Chair – Sam Cecala

VBS Assistant

VBS Youth Volunteer

### Youth Ministry

Youth Ministry Director – vacant

Youth Ministry Member - vacant

### Confirmation

Confirmation Teacher – is currently Pastor

Confirmation Assistant

### Youth Group – is currently inactive

Youth Leader

Youth Assistant

## Training Requirements

### UiF Training

All volunteers serving in a Children's and Youth Ministries are required to attend the orientation applicable to the Children's Ministry in which they are serving. If a Volunteer is unable to attend a scheduled orientation, the Volunteer shall make arrangements with the Executive Committee to obtain the information provided during the orientation. This document and its attachments is all the information provided during the orientation.

### Online Training

All volunteers serving in a Children's and Youth Ministries are required to **successful** complete the required online child safety training. The training is from "Protect My Ministry." You will be given directions on how to take their online training from the Shepherds Staff Ministry.



## **Responsibilities of Pastor Regarding Children's Ministry**

The Pastor is an integral part of the Children's Ministry. He serves as a mentor to all groups included in the Children's Ministry and Youth Ministry, collectively referred to as the Children's Ministry. He will support all groups within the Children's Ministries. The Pastor is to be included in all meetings for all of the children's ministries to provide support and direction.

## **Responsibilities of Volunteers Regarding Children's Ministry**

The responsibilities of volunteers of the entire group of Children's Ministries are included in the position descriptions of each position in each group.

## **Pertinent Policies and Procedures attachments**

### **UIF Child Safety Policy & Forms**

**UiF Children's Ministry Volunteer Orientation.doc**

**Child Safety Policy Final version 1-21-14.doc**

**UiF Children's Ministry Position Descriptions.doc**

**UiF Children's Ministry Registration Form 11 10 2013.doc**

**UiF Children's Ministry SignIn Sheet 11 10 2013.doc**

**UIF Children's Ministry Volunteer Application 07 21 2013 (00076250-3).docx**

**UIF Volunteer Reference Check Form 07 21 2013 (00076269).docx**

**UiF Children's Ministry Volunteer Assessment Form.doc**

**UIF Children's Ministry Youth Volunteer Application 07 21 2013 (00076252-2).doc**

**UiF OffCampus Overnight Registration & Release Form 11 10 2013.doc**

**UiF Youth Ministry SignIn Sheet 11 10 2013.doc**

**UiF Notice of Injury.doc**

**UiF Report of Suspected Child Abuse.doc**

### **Other UiF Policies**

**Policy on Animals at United in Faith**

**Policy on Purchasing Non-Food Supplies**

**United in Faith Lutheran Church  
 (“UIF”)  
 Children’s Ministry  
 Youth Volunteer Application**

Name: \_\_\_\_\_  
 (First, Middle, Last)

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

Age \_\_\_\_\_ Parents Names \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Have you ever taken or been certified in babysitting, first aid, CPR, etc? If so, please list types of courses taken and whether or not you completed them.

<b>Type</b>	<b>Completed</b>	<b>Where Taken</b>	<b>Date</b>
Babysitting			
First Aid			
CPR			
Other _____			

Previous Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Special interests, hobbies and/or skills: \_\_\_\_\_

\_\_\_\_\_

Why would you like to volunteer in a Children’s Ministry? \_\_\_\_\_

\_\_\_\_\_

Please describe your experience working with children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REPRESENTATIONS AND WARRANTIES**

By signing this application you represent and warrant:

1. You confess and accept the Confession of Faith set forth in the UIF Constitution;
2. You have read the Volunteer Position Description and are ready, willing and able to fulfill the position’s duties and responsibilities;
3. You have read and will abide by the UIF Safety Guidelines for Children’s Ministries; and
4. The information you provided in this application is true, correct and complete to the best of your knowledge.

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

+++++

I give my permission for my son/ daughter to serve as a Youth Volunteer in a UIF Children's Ministry. I recommend and support my son/daughter's application to be a Youth Volunteer in a Children's Ministry. In my opinion, he/she has the maturity and responsibility to complete this type of assignment. The above information is current, complete and correct.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

+++++

I recommend \_\_\_\_\_ to be a Youth Volunteer with the children's ministry program. In my opinion, he/she has the maturity and responsibility to complete this type of assignment.

Pastor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**United in Faith Lutheran Church Use Only**

	<b>Date</b>	<b>Name</b>
<b>Received by UIF on:</b>	_____	<b>By:</b> _____

<b>Volunteer File existing/created:</b>	_____	<b>By:</b> _____
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**Administrative Review:**

• <b>Application is complete:</b>	_____	<b>By:</b> _____
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• <b>Application is incomplete:</b>	_____	<b>By:</b> _____
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• <b>Applicant contacted:</b>	_____	<b>By:</b> _____
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• <b>Denial letter sent:</b>	_____	<b>By:</b> _____
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• <b>Concerns:</b>		<b>YES / NO</b>
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• If "YES," explain: _____	
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• Executive Committee Response: _____	
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• Executive Committee Decision: _____	
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**Interview:**

• <b>Completed:</b>	_____	<b>By:</b> _____
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• <b>Concerns:</b>		<b>YES / NO</b>
--------------------	--	-----------------

• If "YES," explain: _____	
----------------------------	--

- Executive Committee Response: \_\_\_\_\_  
\_\_\_\_\_
- Executive Committee Decision: \_\_\_\_\_  
\_\_\_\_\_

**Volunteer Application and Screening Procedures Verification:**

- Procedures complete: \_\_\_\_\_ By: \_\_\_\_\_

**Affirmation of Volunteer's Call:**

- Concerns: YES / NO
  - If "YES," explain: \_\_\_\_\_  
\_\_\_\_\_
  - Executive Committee Response: \_\_\_\_\_  
\_\_\_\_\_
  - Executive Committee Decision: \_\_\_\_\_  
\_\_\_\_\_

- Youth Volunteer's Children's Ministry Call Affirmed: YES / NO

**Volunteer Notification:**

- Affirmation: Letter Sent: \_\_\_\_\_ By: \_\_\_\_\_
- Denial: Contacted by Pastor: \_\_\_\_\_ By: \_\_\_\_\_

**Orientation:**

- Completed: \_\_\_\_\_ By: \_\_\_\_\_

## United in Faith Notice of Injury

Name of reporter: \_\_\_\_\_

Address of reporter: \_\_\_\_\_

Date of injury: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Where did injury occur: \_\_\_\_\_

Name of injured: \_\_\_\_\_

Address of injured: \_\_\_\_\_

Name of parents/guardians (if a minor): \_\_\_\_\_

Injuries sustained: \_\_\_\_\_

Where was injured taken (what hospital or doctor?) \_\_\_\_\_

Relationship to UiF: Member Visitor Volunteer Staff Other

For what purpose was the injured on the premises? \_\_\_\_\_

Who was responsible for supervision at the time of injury? \_\_\_\_\_

Does the injured have personal medical insurance that could apply? YES NO

Name of medical insurance company: \_\_\_\_\_

Description of the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness1 name: \_\_\_\_\_ Witness1 phone #: \_\_\_\_\_

Witness1 address: \_\_\_\_\_

Witness2 name: \_\_\_\_\_ Witness2 phone #: \_\_\_\_\_

Witness2 address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of report: \_\_\_\_\_

**Off-Campus and Overnight Activity Registration & Release Form**

**Activity**

Name of Activity: \_\_\_\_\_

Description of the Off-Campus or Overnight Activity: \_\_\_\_\_

\_\_\_\_\_

Dates/time of activity: From date \_\_\_\_\_ time \_\_\_\_\_

To date \_\_\_\_\_ time \_\_\_\_\_

Location of activity: \_\_\_\_\_

Activity Leader: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

UiF Volunteers overseeing the activity: \_\_\_\_\_

\_\_\_\_\_

**Participant**

Name: \_\_\_\_\_

(First, Middle, Last)

Date of Birth: \_\_\_\_\_

**Parent/Guardian**

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Alternate Contact Person**

Relation to Child: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Special Needs**

Primary Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's special medical needs and conditions; such as medications, allergies, diabetes, etc.;

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

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

**Off-Campus and Overnight Activity Release Form**  
continued

**Medical Release**

"I, \_\_\_\_\_, give permission for United in Faith Lutheran  
[print name of parent or guardian]  
Church to seek urgent or emergency medical services for \_\_\_\_\_.  
[print name of child]

I agree to incur all financial liabilities required if care becomes necessary. I understand that United in Faith Lutheran church will contact me before care is needed, but in the event I am unavailable, care will be sought without my immediate consent."

**Permission**

I, \_\_\_\_\_, give permission for \_\_\_\_\_  
[print name of parent or guardian] [print name of child]  
in all activities of United in Faith Lutheran Church between \_\_\_\_\_ and  
[start date]  
\_\_\_\_\_. I release United in Faith Lutheran Church from all liabilities,  
[end date]

including any injury to my child arising from participation in activities. I agree to indemnify United in Faith Lutheran Church for any liability due to the child's participation in activities.

Parent / Guardian Signature: \_\_\_\_\_

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

**Note** that ALL information must be completed on this form. Please return completed form to United in Faith Lutheran Church before the activity or your child will not be able to participate. Signature and date of signature is required on both pages.

**United in Faith  
Report of Suspected Child Abuse**

Name of reporter: \_\_\_\_\_

Address of reporter: \_\_\_\_\_

Date reported to DCFS: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM  
(800-25-ABUSE)

If child is in immediate danger call 911 first.

Date 911 called: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Who at United in Faith was notified:          Pastor          Council President  
or Other member of the Executive Committee \_\_\_\_\_

Date reported to UiF: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Name of child: \_\_\_\_\_

Witness1 name: \_\_\_\_\_ Witness1 phone #: \_\_\_\_\_

Witness1 address: \_\_\_\_\_

Witness2 name: \_\_\_\_\_ Witness2 phone #: \_\_\_\_\_

Witness2 address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of report: \_\_\_\_\_



**UNITED IN FAITH LUTHERAN CHURCH  
VOLUNTEER REFERENCE CHECK FORM**

The Volunteer Applicant listed below has applied to serve as a volunteer in a children's ministry at United in Faith Lutheran Church ("UIF"). The Volunteer Applicant has identified you as a reference and indicated that you would be willing to complete and return the following Volunteer Reference Check Form to UIF. UIF greatly appreciates your assistance in providing us with a written reference for the above mentioned individual. We thank you in advance for your time and cooperation.

Part I. *(To be completed by the Volunteer Applicant)*

Name of Reference: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

I, \_\_\_\_\_ ("Volunteer Applicant") have applied for a children's ministry volunteer position at United in Faith Lutheran Church and have given your name as a reference. I give permission for the release of the reference information requested herein to United in Faith Lutheran Church. I hereby release you from all liability for furnishing this information. A copy of this authorization is as valid as the original.

Volunteer Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

.....  
Part II. *(To be completed by Volunteer Applicant Reference)*

1. How long have you known the volunteer applicant? \_\_\_\_\_

2. What is your relationship to the volunteer applicant (e.g., friend, co-worker, co-volunteer)? \_\_\_\_\_  
\_\_\_\_\_

3. How frequently are you in contact with the volunteer applicant?  
Yearly \_\_\_\_\_ Monthly \_\_\_\_\_ Weekly \_\_\_\_\_ Daily \_\_\_\_\_

4. Have you ever observed the volunteer applicant work with children? Yes \_\_\_\_\_ No \_\_\_\_ If so, in what capacity? \_\_\_\_\_  
\_\_\_\_\_

4. How would you describe the ability of the volunteer applicant to work with children? \_\_\_\_\_  
\_\_\_\_\_

5. Would you have any reservations about the applicant working with children? Yes \_\_\_\_\_ No \_\_\_\_ If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Would you entrust the care of your children to the volunteer applicant? Yes \_\_\_\_ No \_\_\_\_ If not, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you aware of any illegal drug use, legal drug or alcohol abuse, or criminal conduct by the volunteer applicant? Yes \_\_\_ No \_\_\_ If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. On a scale of 1-5 (5 being outstanding) how would you rate the volunteer applicant in:

Commitment	_____	Punctuality	_____	Cooperation	_____
Sensitivity	_____	Reliability	_____	Communication	_____
Handling Conflict	_____	Good Judgment	_____	Patience	_____

9. Is there anything else you can tell us that we should know about the volunteer applicant that might help us make a good decision? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return this form to United in Faith Lutheran Church as soon as possible. You can return this form by mail, fax or email to:

United in Faith Lutheran Church  
Attn: Director of Shepherds Staff Ministry