



Children & Youth Ministry Volunteer Application

Thank you for your willingness to volunteer in the youth or children's ministry of Atkinson Congregational Church. We pray you regularly experience evidences of God's hand as you seek to use your gifts in His service.

Because it is necessary to protect our children, youth, and volunteers to the fullest extent possible, Atkinson Congregational Church has a three-fold process for potential volunteers that includes:

- i.) Completing this Volunteer Application
- ii.) Reading our Child and Youth Protection Policy
- iii.) Authorizing the church to complete a Criminal Background Search through the National Association of Congregational Christian Churches.

We appreciate your understanding and cooperation in completing these requirements. This application is to be completed by all applicants for any volunteer position involving the supervision or custody of minors. This is not an employment application form.

General Information:

Name: _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail Address _____ Date of Birth ____/____/____

In case of an emergency notify _____

Emergency Contact Phone Number _____

Circle the program(s) in which you will be serving:

Children's Church Vacation Bible School Junior High or Senior High Youth Group

Children's & Youth Ministry Volunteer Application Volunteer Application:

Church & Ministry Background Information:

Do you regularly attend worship services at Atkinson Congregational Church? Yes / No

If yes, when did you start attending? _____

Have you personally and publicly accepted Jesus Christ as your Lord and Savior and are you committed to striving to display the character of Jesus through your life? Yes / No

If applicable, please list the names of any other churches that you have attended regularly during the past five years.

Church Name: _____ City/State: _____ Phone: _____

What are your talents, skills, interests, hobbies, etc.? _____

Have you ever volunteered with children in the past (inside or outside the church)? _____

If so where and for how long? _____

I have chosen to work with children and/or youth at Atkinson Congregational Church because

Personal Disclosure Information:

Please circle appropriate response:

1. Do you have children of your own? **Yes / No** Ages: _____

2. Within the past 30 days have you abused alcohol, legal or illegal drugs? **Yes / No**

3. Has your driver's license been suspended or revoked within the last 12 months? **Yes / No**

4. Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church? **Yes / No**

If yes, please use the back of this page to explain.

Applicant's Statement: I certify that this volunteer application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration as a volunteer. I understand that this volunteer application is not valid without my signature. Furthermore, my signature below indicates that:

- i. I have read Atkinson Congregational Church's Child and Youth Protection Policy and have attached the signed, final page of that policy to this application;
- ii. I have completed the required information for my Criminal Background Search.

Applicant's Signature: _____ Date: _____

PLEASE RETURN COMPLETED VOLUNTEER APPLICATION TO THE CHURCH OFFICE



Child & Youth Protection Guidelines of Atkinson Congregational Church

1. All adults and youth, both employed and volunteer, who work with minors must be screened and undergone a criminal background check prior to beginning work.
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.
3. Adult survivors of childhood sexual or physical abuse need and will receive the love and acceptance of our church family.
4. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" at ALL times. The "two-person rule" requires that employees and volunteers and supervisors shall make every reasonable effort to avoid situations where an employed or volunteer worker is alone with children or youth without a partner. The "open door policy" requires the door be open at all times. The "TWO-PERSON RULE" will be MANDATORY for all employees and volunteers with our NURSERY and KINDERGARTEN AGE CHILDREN.
5. All employees and volunteers working with children and youth are required to be members or active constituents of Atkinson Congregational Church for a minimum of three months before they begin their work.
6. Our guidelines and procedures for reporting suspected incidents of abuse, or any behavior, which seems abusive or inappropriate are labeled "Appendix B". Our guidelines and procedures for responding to reported incidents of abuse are labeled "Appendix C".



Appendix B - Child & Youth Protection Guidelines of Atkinson Congregational Church

REPORTING PROCEDURES

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Atkinson Congregational Church to the appropriate individual in charge. A person who fails to do so can be prosecuted for a misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all employees and volunteers at Atkinson Congregational Church must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the child Protection Guidelines of Atkinson Congregational Church the employee or volunteer shall immediately notify the pastor or, in the absence of the pastor, the Director of Children's Ministries. In the event of suspected, reported or discovered child abuse or neglect, the pastor, leader or volunteer will also immediately make a report to the local child protection service or law enforcement agency.

- Physical signs of molestation may include:

lacerations and bruises irritation, pain or injury to the genital area, difficulty with urination, discomfort when sitting, torn or bloody underclothing, venereal disease .

- Behavioral signs of molestation may include:

Nightmares, anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety), nervous or hostile behavior toward adults, sexual self-consciousness or acting out of sexual behavior, withdrawal from church activities and friends

- Verbal signs of molestation may include statements such as:

- "I don't like _____."
- " _____ does things to me when we're alone."
- "I don't like to be alone with _____"
- " _____ fooled around with me."

Adapted from Child Abuse: Governing Law and Legislation by I. Sloan (1983).

2. Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a recorded witness.
3. All church employees and volunteers working with minor children will receive training at the beginning of each church administrative year regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse.



APPENDIX C -Atkinson Congregational Church Child & Youth Protection Guidelines

RESPONSE PROCEDURES

1. The official spokesperson for Atkinson Congregational Church shall be the Pastor, or in the absence of the Pastor, the director of Children's Ministries. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall immediately report any alleged incident of child abuse to the appropriate local Child Protection Services agency of the county.
3. The care and safety of the victim is our first priority. We will not confront the accused without the approval of the Child Protection Service or law enforcement authorities.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid employee of our church, his or her income will be maintained, until allegations are cleared by authorities or until criminal charges are filed.
6. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the Pastor or, in the absence of the Pastor, by the director of Children's Ministries, and maintained in a secure and confidential file.



Release Form for Background Check Clergy, Staff and Volunteer

Background Check Contact: Laura Wright, lwright@nacc.org
(800) 262-1620 ext. 1614 – Fax (414) 764-0319
nacc.org – www.nacc.org

I, the undersigned, do hereby consent and agree that on behalf of its member churches the NACCC, through its designated agent Intellicorp Records Inc., have the right to perform a Criminal Background Check, Social Security Verification, Nationwide Sex Offender Registry Search, Terrorist Search and pre-employment check. I authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of IntelliCorp Records, Inc. to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability as a result of such disclosures. Information appearing on this Authorization will be used exclusively by IntelliCorp Records, Inc. for identification purposes and for the release of information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment/MIF application, or volunteer form, any supplements to it, and in any interview in the knowledge that they will be relied upon in considering my application for such employment or volunteer work, or call to be a minister of an NACCC member church. I agree to provide additional information that may be requested to process my employment/MIF application. I authorize without reservation, any party or agency contacted by IntelliCorp Records, Inc. to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

Background Check Requested by: (Church Name & Address) Atkinson Congregational Church – 201 W. Second St, Atkinson, IL 61235

Send results to: (Name & Email address) Rev. Dustin A. Largent atkinsoncongregational@gmail.com

*This request is for Employment _____ or Volunteer _____

PLEASE PRINT LEGIBLY

I hereby do _____ do not _____ authorize you to contact my current employer/church for Employment and Reference Verifications.

I hereby do _____ do not _____ authorize you to perform a background check using Intellicorp Records, Inc.

I also understand that the NACCC is not responsible for any liability incurred as a result of my participation in this background search, including loss of job opportunity based on search results.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Legal First Name: _____ Middle Name: _____ Last Name: _____

Current Address (must incl. street, apt.#, city, state, zip code) : _____

Gender: _____ Other names used/ Former last name: _____

Date of birth: _____ - _____ - _____ Social Security Number _____ - _____ - _____

Signature: _____ Date: _____

PO Box 288, 8473 South Howell Avenue., Oak Creek, WI 53154-0288
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Email: nacc.org | Website: www.nacc.org

To nurture fellowship among Congregational Christian Churches and to support ministries of the local church in its community and to the world, all in the name of Christ X