

West End Presbyterian Church

Neighborhood Outreach Ministries

Volunteer Application

This survey is to be completed by all those desiring a ministry position involving the supervision or custody of minors. It is being used to help the church provide a safe, secure, and nurturing environment for those children and youths who participate in our programs and use our facilities. All information given on this application will be kept in strict confidence. Thank you.

Name: _____ Date: _____
Last First Middle

Permanent Address: _____
Street
_____ City State Zip

Primary Phone: _____ Alternate Phone: _____

Email Address: _____

Current Occupation (if student: school and year): _____

Employer: _____

Person to notify in case of emergency: _____ Relationship: _____

Phone: _____

Please circle your response:

Are you a member of West End Presbyterian Church?	Yes	No
Are you a member of another church?	Yes	No

Please list (both name and address) the other churches you have regularly attended in the past 5 years:

Please list any other WEPC ministries in which you are involved:

Please fill in the following information. If you need to use additional paper to complete your responses, please do so.

Please give a brief testimony of your faith: _____

Please briefly describe how you are growing in your knowledge and love of God: _____

Please describe why you are interested in serving with WEPC's Neighborhood Outreach Programs, and please describe the primary gifts you bring to the ministry: _____

What volunteer and/or leadership experience have you had with children and youth? _____

List any gifts, training, education, or other factors that have prepared you to work with children and youth: _____

*The questions, below, are part of our application process in order to help provide a safe and secure environment for our youth. All information is held strictly confidential by West End Presbyterian Church's staff. Answering 'yes' to any of the questions below may **not necessarily preclude your involvement** with Neighborhood Outreach Ministry Programs. Thank you for your cooperation.*

Please circle your response:

Have you ever been convicted for use or sale of drugs? Yes No

Have you ever been arrested for any criminal offense, excluding minor traffic violations? Yes No

Have you ever been accused, arrested, or convicted of any sexually related crimes (including attempted molestation of a minor)? Yes No

Have you ever been accused, arrested, or convicted of any abuse related crimes? Yes No

Have you ever been a victim of:

physical abuse?	Yes	No
sexual abuse?	Yes	No
verbal abuse?	Yes	No

Oftentimes, we do not think about why we do what we do. Know for sure that the children and youth you spend time with will mimic what you do. The following questions if included to get you to think about your lifestyle and actions. The question is not intended to imply that there is a prescribed standard which qualifies you for ministry:

Are there any circumstances involving your lifestyle or your background that would in any way hinder you from your ability to work with youth? Yes No

If you answered "yes" to any of the above questions, please explain:

Reference: Please list two personal references, provide a complete address and phone information for each. References are completely confidential, but will be checked. *We request that your references meet the following qualifications: At least 18 years old. Not related to you. Someone who has known you for 3 or more years*

If you are a member of West End Presbyterian Church, please list the names of the elders who interviewed you for membership: _____

Reference #1:

Name: _____ Years known: _____

Organization (if applicable): _____ Title: _____

Address: _____ Phone: _____

City/State: _____ Zip: _____

Relationship: _____

Staff Use Only: Reference checked by: _____ Date: _____

Turn Over Please.

Reference #2

Name: _____ Years known: _____

Organization (if applicable): _____ Title: _____

Address: _____ Phone: _____

City/State: _____ Zip: _____

Relationship: _____

Staff Use Only: Reference checked by: _____ *Date:* _____

The information contained in this application is correct to the best of my knowledge, and I authorize West End Presbyterian Church to check my references. I authorize any references, churches, or other organizations listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for working with children and youth. I release all such references from any liability for furnishing such evaluations to you, provided they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf. I also authorize West End Presbyterian Church to conduct a police record check if it is required for the position for which I am applying in order to comply with the West End Presbyterian Church's Neighborhood Outreach child protection statement. (If this check is needed, it will be necessary to sign a separate authorization form.) I understand that the personal information will be held confidential by the pastoral church staff.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Applicant's Signature: _____ Date: _____

Safety and Abuse Prevention Policy Exam

You may use WEPC's Safety and Abuse Prevention Policy to answer these questions. You can find the Policy at www.wepc.org/outreach/neighborhood-outreach/

Please return your completed exam to the church office.

1. The purpose of our SAAPP is to demonstrate our commitment to the _____ and _____ of our covenant children and youth.
2. What/Who is our only refuge? _____.
3. Can sexual abuse be non-violent? _____.
4. Can I work with children even if I'm not a member? If so, what must I do? _____.
5. When a family (children and parents) enters the doors of the church building, who is responsible for the safety of the children at that moment? _____.
6. When does a volunteer leader receive temporary custody of a child or youth? _____.
7. What are three examples of prohibited conduct: _____, _____, & _____.
8. Should a volunteer leader ever hug or show affection to a child or youth? _____.
9. What is one possible indicator of physical abuse? _____.
10. What is one possible indicator of neglect? _____.
11. What is one possible indicator of sexual abuse? _____.
12. If I suspect a volunteer leader of abusing a youth or child, who should I contact? _____.
13. If I suspect abuse at home, who should I contact? _____.
14. Can a child or youth participate if he/she has a fever? _____.

Turn Over Please.

Neighborhood Outreach ONLY

1. Can I ever meet with a child or youth privately? _____.
2. What must I do before I meet with a child or youth privately? _____ and _____.
3. What are the ten guidelines for private meetings? _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, and _____.

Signature: _____

Print Name: _____

Date: _____

CODE OF ETHICS FOR VOLUNTEER MINISTRY LEADERS WORKING WITH CHILDREN AND YOUTH

I belong to Christ and He belongs to me. Because of this basic truth, and as part of the promise made at baptism to love, pray for, encourage, instruct, and sustain the children at West End Presbyterian church, I will help fulfill that vow by being faithful in my commitment to the children/youth to whom I am responsible. Believing that God is calling me to serve children or youth in this congregation . . .

1. As I am teaching/supervising/leading children or youth I will seek the welfare of the children/youth physically, socially, educationally, and spiritually.
2. I will also try to understand and respect the child's/youth's individual background.
3. I will give the parents/guardians full information about the ministry I am teaching/supervising/leading, and what time it begins and ends.
4. I will arrive on time and be prepared for the activities to which I have committed.
5. I have read West End Presbyterian Church's Safety and Abuse Prevention Policy. I understand it, and I will live by it in my participation in West End Presbyterian Church's children's ministry, neighborhood outreach ministry, and/or youth ministry.
6. I will not do anything that will damage a child's or youth's trust. I will try to protect the child/youth from all forms of abuse while he or she is in my care.
7. If I suspect that a child/youth may be hurt by the abusive behaviors of another person I will report that suspicion to the appropriate ministry staff person so that it can be investigated properly.
8. If a child/youth consistently behaves in an unacceptable manner, I will seek help from the appropriate ministry staff member, parents/guardians and others to assist me in responding to the child/youth.
9. If a child/youth is distressed, I will try to offer comfort and help. I will encourage them to find the appropriate help for their needs.
10. I will pray regularly for each child/youth and let them know that I care about them.

Signature: _____

Print Name: _____

Date: _____