

Volunteer Service Form

Having gifts that differ according to the grace given to us, let us use them.

-Romans 12:6

Welcome! Please take a moment to read some special information about volunteer service in our church. First, thank you for considering volunteering at Ferris Hill! Please know that your special gifts are appreciated! Coordinating the use of volunteers is a challenging, but rewarding task. FHBC could not function without the support and commitment of volunteers. This form helps us to make the best use of our volunteers. Thanks for taking just a few minutes to fill it out.

Part 1: Personal Information. All volunteers are asked to complete Part 1 of this form. We keep this information on file and use it to coordinate our use of volunteers.

Part 2: For Volunteer Drivers. All volunteers who will drive a church vehicle or serve as a volunteer driver as part of their service to the church are asked to complete Part 2.

Part 3: For Volunteers Who Work With Children, Youth, Senior Citizens, the Developmentally Disabled, Or In A Counseling Position. All volunteers who work with children, youth, senior citizens, the developmentally disabled, or in a counseling position are asked to complete part 3 of this form.

If you have questions concerning any part of this form, please ask! Just contact the church office (623-3500).

Again, thanks for your help and partnership!

PART 1: PERSONAL INFORMATION

Today's date: _____

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Day time phone if different than home: () _____

Birthdate (day and month only) _____

How long have you attended this church (if less than one year please indicate number of months)?

___ years ___ months


Are you a member of this church?

Yes If yes, please indicate how long you have been a member: ___ years ___ months

No

In what capacity do you desire to offer your services as a volunteer within our church?

**COMPLETE PART 2 IF YOU WILL DRIVE A VEHICLE AS PART
OF YOUR VOLUNTEER SERVICE TO THE CHURCH.**

 *Key point. Clearance must be obtained from the church's insurance carrier before you drive any church vehicle. Check with the church office.*

1. Driver's license number _____

2. State of issue _____

3. Expiration date _____

4. Birthdate _____

5. Type of license:

operators

commercial

chauffeur

other (please specify) _____

6. Do you have any restrictions on your driver's license?

Yes If yes, please note here: _____

No

7. Have you been involved in any motor vehicle accidents while driving during the past 5 years?

Yes If yes, please list the question number and describe each accident on a separate sheet.

No

8. Have you been convicted of any moving violations during the past 5 years?

Yes If yes, please list the question number and describe each conviction on a separate sheet.

No

9. Do you carry liability insurance on your automobile?

Yes If yes, please identify the insurance company _____

No If no, do not drive as a volunteer. All volunteer drivers must have liability insurance coverage.

I represent that each of my responses is truthful and accurate. I agree to notify the church within a reasonable time of any changes in the above information.

signature

date

PART 3: PROVIDING A SAFE ENVIRONMENT

— *confidential* —

Complete Part 3 if you will work with children, youth,
the developmentally disabled, or you will serve in a counseling position

1. Are you 18 years of age or older?

Yes

No

2. Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration.

Yes (if yes, please list the question number and explain fully on an additional sheet)

No

Training, Experience, Professional Certifications, or Licenses

3. List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification. Use the next page to write any additional comments that you would like to make about your background.

References From Our Church

4. List below two personal references within our church who are well acquainted with you. Do not list relatives.

A. _____

B. _____

VOLUNTEER'S STATEMENT — READ CAREFULLY!

In consideration of the receipt and evaluation of this application by the church, I agree and represent that:

- The information contained in this application is correct to the best of my knowledge.
- I authorize any references, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service. I hereby release any individual, church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding release which I have read and understand. I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I (check one of the following two options):

waive

do not waive

any right that I may have to inspect any information provided about me by any person or organization described above.

I have read and understand the above provisions, and agree to them.

signature

date

BACKGROUND CHECK AUTHORIZATION FORM

During the application process and at any time during the tenure of my employment and/or service with Ferris Hill Baptist Church, I hereby authorize ChoicePoint Services Inc., on behalf of Ferris Hill Baptist Church to conduct a criminal background check. This report may be compiled with information from courts record repositories, the national sexual abuse registry, governmental registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

Applicant/Employee Name and Signature

Date

____-____-_____
Social Security Number *

Date of Birth **

**your social security may be called into the church office if you would not like to write it down on this form. Your Social Security number will then be destroyed from our records.*

***optional*

Printed Name _____

Street Address _____

City, State, Zip _____

FOR OFFICE USE ONLY

Policy for Screening Workers with Preschool, Children and Youth

Ferris Hill Baptist Church wishes to provide a safe environment for the preschoolers, children and youth who attend activities at the church or who attend events sponsored by the church. The church also wishes to affect responsible hiring practices and to ensure adequate legal safeguards regarding all paid employees, staff, clergy and volunteer church workers. In order to provide this environment, the church is implementing the following policies:

Responsible Screening of Employees

All paid church employees, including clergy, will undergo a thorough screening process as a part of the job application procedure.

A documented reference check on all paid employees working with preschool, children or youth will be completed prior to employment.

A pre-employment criminal history investigation will be made for all persons being considered for full-time or permanent part-time paid employment. A pastor and/or the Personnel Committee will review and evaluate any information obtained from the inquiry into the applicant's criminal history. All information obtained in such an investigation, including any review/evaluation notes, will become a part of the applicant's permanent personnel file.

Responsible Screening of Volunteers

A Regular Volunteer is a person who works with preschoolers, children or youth on a regularly recurring schedule. An Occasional Volunteer is a person who works with preschoolers, children or youth on an infrequent basis.

All volunteer workers for any and all positions involving work with preschool, children or youth will be screened

All adult volunteers working with preschoolers, children or youth are required to be members of Ferris Hill Baptist Church for a minimum of six months.

Adults who have been convicted of either child sexual or physical abuse may **NOT** volunteer service in any church sponsored activity or program involving preschoolers, children or youth.

Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with preschoolers, children or youth with one of the pastoral staff prior to engaging in any volunteer service.

Providing a Safe Environment

All volunteers must observe the "two adult" rule. This rule requires that adults are never alone with preschoolers, children or youth without another adult partner present.

All church staff and regular volunteers who work with preschool, children or youth will complete the training that is recommended and offered in regard to the nature of child abuse; and, in regard to carrying out our policies to prevent sexual abuse.

Pertinent state law information concerning child abuse reporting obligations will be posted in the church office.

Reporting procedures and response strategy regarding any suspected incident of child and/or sexual abuse are to be developed and periodically updated jointly by the church staff, the Nursery Director/Coordinator, and the Personnel Committee.

The Pastor will do an annual needs/risk management assessment and update as to adequate liability insurance coverage.

Providing A Proper Response

All volunteers must immediately report any behaviors, which seem abusive or inappropriate to their supervisor.

Response to any and all media inquiries, if an incident occurs, shall be the responsibility of the senior Pastor only.

Ferris Hill Baptist Church takes our policies to prevent molestation and/or sexual abuse seriously and intends to see that the policies are enforced.