



## RELEASE FORM FOR BACKGROUND CHECK

Volunteer and Staff

I, the undersigned, do hereby consent and agree that SonRise Bible Church, Inc, through its designated agent First Advantage, have my opt-in approval and consent to receive SMS/Text message communications from First Advantage to facilitate the background screening process. I further agree to provide additional accurate information to which upon requested as part of my background check through First Advantage.

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 First Advantage 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 First Advantage for identification purposes and for the release of information which will be considered in determining any suitability for employment or volunteering. I certify that I 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. I authorize without reservation, any party or agency contacted by First Advantage or SonRise Bible Church to furnish the above-mentioned information. This authorization is valid during the course of my employment or tenure as a volunteer to the extent permitted by law.

This request is for  EMPLOYMENT  VOLUNTEER

### Please Print Legibly

I hereby  do  do not authorize you to contact my current employer or church for employment, reference, or volunteer verification.

I hereby  do  do not authorize you to perform a background check using First Advantage and give opt-in approval and consent to receive SMS/Text message communications from First Advantage to facilitate the background screening process.

I understand that SonRise Bible Church is not responsible for any liability incurred as a result of my participation in this background search, including loss of job or volunteer 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 include street, apt. #, city, state, zip code): \_\_\_\_\_

Gender: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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



## CHILDREN & YOUTH MINISTRY VOLUNTEER APPLICATION

Thank you for your willingness to volunteer in the youth or children's ministry of SonRise Bible Church. We pray you regularly experience evidence 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, SonRise Bible Church has a three-fold process for potential volunteers that includes:

1. Completing this Volunteer Application
2. Reading our Child and Youth Protection Policy
3. Authorizing SonRise Bible Church to complete a Criminal Background Search through First Advantage.

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

### GENERAL INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_)\_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

E-mail Address \_\_\_\_\_

In case of emergency notify \_\_\_\_\_

Emergency Contact Phone Number (\_\_\_\_)\_\_\_\_\_

### In which program(s) do you want to serve?

- Children's Ministry       Vacation Bible School
- Junior High or High School Youth Group       Childcare during church programs

### Church & Ministry Background Information

Do you regularly attend worship services at SonRise Bible Church?     Yes     No

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

Children & Youth Ministry Volunteer Application (continued)

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

Church Name: \_\_\_\_\_ City/State \_\_\_\_\_

Church Name: \_\_\_\_\_ City/State \_\_\_\_\_

Church Name: \_\_\_\_\_ City/State \_\_\_\_\_

What are your talents, skills, interests, hobbies, etc.? \_\_\_\_\_

\_\_\_\_\_

Have you ever volunteered with children in the past? (inside or outside the church)  Yes  No

If so, where did you serve, what did you do, and for how long did you serve? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in working with children and/or youth at SonRise Bible Church? \_\_\_\_\_

\_\_\_\_\_

**Personal Disclosure Information**

1. Do you have children of your own?  Yes  No

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 with in the last 12 months?  Yes  No

4. Is there any face, circumstances, 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, explain \_\_\_\_\_

\_\_\_\_\_

**Applicant 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:

1. I have read SonRise Bible Church's Children and Youth Protection Policy and have attached the signed final page of that policy to this application.

2. I have completed the required information for my Criminal Background Check.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

*Please return completed application to the church office.*



## CHILDREN & YOUTH PROTECTION POLICY

### GUIDELINES

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 SonRise Bible 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".

### REPORTING PROCEEDURES - Appendix B

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as SonRise Bible Church, Inc. 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 SonRise Bible Church, Inc, must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the child Protection Guidelines of SonRise Bible Church, Inc, 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

(Reporting Procedures - Appendix B continued)

• 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.

## **RESPONSE PROCEDURES - Appendix C**

1. The official spokesperson for SonRise Bible Church, Inc, shall be the Pastor, or in the absence of the Pastor, the director of Children's Ministries. All inquires 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.