



(Name of Church) Policies and Procedures

1. Purpose:

To provide guidelines in order to provide as safe and secure an environment as possible for our ministry participants, and to minimize the ministry's and workers' vulnerability to unwarranted accusation, the following procedures have been adopted and will be enforced.

2. Responsibility:

Ministerial Staff, Support Staff and Church Members.

3. Applicable Forms and Documents:

Volunteer Information Form #109 A & B, Reference Information form #109 C, Incident Report form #109 D, and Minor Release Form #109 E.

4. Policy:

4.1 Volunteer Screening Procedures:

- a. Prior to consideration for a position, any volunteer who may be working with preschoolers, children, youth or the developmentally challenged, will complete and return an annual "Volunteer Information Form" (form #109 A & B).
- b. The "Volunteer Information Form" will be carefully reviewed by the appropriate church staff member or designee to make certain that the volunteer will be appropriate for the ministry position, based on the information provided.
- c. If the volunteer appears to be appropriate for the ministry work, then at least two of the references will be contacted to confirm the information provided on the "Volunteer Information Form" (form #109 B). This will be done upon completion of initial form.
- d. Any information indicating that a volunteer poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the volunteer from consideration for a ministry position with (Name of church) .