

OFFICE USE ONLY

Date received:	Recommended:	Not Recommended:
Recommended with conditions noted:		
Conference Children's/Youth Ministries Director Signature:		Date Approved:



## CHILDREN'S/YOUTH MINISTRIES STAFF VOLUNTEER SERVICE INFORMATION FORM

The Texas Conference will use the information in accordance with the Faith Credit Reporting Act and will use it solely for the Conference's immediate need of verification for initial or continuing service. The information obtained will not be forwarded or submitted to other organizations or agencies.

In the interest of preserving the dignity and integrity of its employee and volunteer work force, the Texas Conference of Seventh-day Adventists may perform a background check on any person employed or volunteering for service in any entity of the Texas Conference. The purpose of a background check will be to verify the qualifications presented by the employee or volunteer. Any person in either category may request a background check, for which the person will be financially responsible, to verify or vindicate the person's good name.

### SECTION I BASIC INFORMATION

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ministry: (circle one) Adv PF MG Other \_\_\_\_\_

Church Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

Marital Status: (circle one) Married Single Divorced Separated Name of Spouse: \_\_\_\_\_

Children's Names	Children's DOB (month/day/year)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

### SECTION II HEALTH HISTORY

Do you have or have you any injury/sickness that might limit your involvement in Children's/Youth Ministries activities? Yes No

If yes, how would it hinder: \_\_\_\_\_

### SECTION III EDUCATIONAL RECORD

Highest level of education: \_\_\_\_\_ Degree/Diploma held: \_\_\_\_\_

Year degree/diploma received: \_\_\_\_\_ College major/minor: \_\_\_\_\_

School granting degree/diploma: \_\_\_\_\_

### SECTION IV EXPERIENCE

Please list all experiences (VBS, Sabbath School, Adventurer or Pathfinder club, etc.) that might qualify you to work with children and/or youth.

Position	Type of Work
1. _____	_____
2. _____	_____
3. _____	_____

**SECTION V SPECIAL SKILLS OR INTERESTS**

Please list the areas in which you are interested in helping or teaching (division leader, piano player, assistant, etc.)

Circle: T = capable of teaching      A = able to assist      I = interested in learning to teach

- |          |           |          |           |
|----------|-----------|----------|-----------|
| 1. _____ | T   A   I | 5. _____ | T   A   I |
| 2. _____ | T   A   I | 6. _____ | T   A   I |
| 3. _____ | T   A   I | 7. _____ | T   A   I |
| 4. _____ | T   A   I | 8. _____ | T   A   I |

**SECTION VI UNLAWFUL CONDUCT**

*We regret having to include a section on unlawful conduct, however, understanding the epidemic proportions of this problem, it becomes necessary to create a database to protect children and youth in Adventurers, Pathfinders, Sabbath School, Vacation Bible School, and other programs from abuse and to protect the Seventh-day Adventist Church organization from recommending any staff member who has had a problem in this area. All information on this application will become a permanent record and should include updates. In the event of accusations against the applicant, opportunity should be given for response by the accused. This response also becomes a part of the record.*

Have you ever been accused, charged or disciplined for any unlawful conduct, child abuse, and/or child sexual abuse?      (circle)    Yes    No

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Type of Conduct: \_\_\_\_\_

If possible, please give the name and address of a reference/professional who can verify that you are now suitable for Children's/Youth Ministry work:

Name of Reference \_\_\_\_\_ Phone: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SECTION VII PERSONAL CHURCH MEMBERSHIP HISTORY**

*When a local church requests a recommendation from the Conference Children's/Youth Ministries Director, the Conference director may not release any specifics and may respond only with "recommended", "not recommended", which becomes a part of the record.*

**Please list below church membership history for last ten years.**

Current Church/Past Churches (most current first)	City, State	Pastor

**SECTION VIII STATEMENT OF ACCURACY/BACKGROUND CHECK AUTHORIZATION**

The above information is accurate to the best of my recollection. I understand that this is strictly a volunteer position and I will receive no remuneration for services and time volunteered. I am aware that if the Conference Children's/Youth Ministries Department should require a background check, by signing this form I give my authorization for it to be done.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

# CHILD PROTECTION PLAN RESOURCES

## Seventh-day Adventist Church in North America



## NAD - YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

### Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

### My Commitment to Volunteer Ministry

#### As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by

another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

\* In the event I find it impossible to comply with the above, I will comply as closely as possible with the Code of Conduct and act in good faith for the welfare of the people involved.

**Thank You for your service as a Youth/Children's Ministry Volunteer  
Please retain a copy of this document and keep it for reference.**