

Your honest responses to the following questions will help assure our church family, parents, and children the finest staff and care we can provide. Your affirmative response, if necessary, does not automatically disqualify you from the joy of service, but will help us better know how to work with you and support you in service should you be placed. (2004)

Ridgecrest Church of The Nazarene  
Application for Paid Staff and Volunteer Children's or Youth Worker

Confidential

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This is part of the application process to be completed by all applicants for any paid or volunteer position involving the supervision or custody of minors. The purpose of this part of the process is to further ensure a safe and secure environment for those children and youth entrusted by God to the ministries of RCN and who use our facilities. We must ask you some personal questions which are unfortunately essential in today's world. Your responses will be kept confidential within the Pastoral Staff and Committee related to the recruiting process.

Today's date \_\_\_\_\_ Home phone \_\_\_\_\_

Work phone \_\_\_\_\_

Name \_\_\_\_\_

Present address \_\_\_\_\_

Marital Status \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Education: High School \_\_\_\_\_

College: \_\_\_\_\_

Post Graduate Work: \_\_\_\_\_

Name of Spouse \_\_\_\_\_ - Age \_\_\_\_\_

Number of Children \_\_\_\_\_

Names and Ages of Children:

Name \_\_\_\_\_ Age \_\_\_\_\_ Living with you? \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Living with you? \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Living with you? \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Living with you? \_\_\_\_\_

Are You a Member of RCN yes/no? If no, where? \_\_\_\_\_

What experience do you bring to the job for which you are applying?  
(skills, experience, training, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you providing a Resume? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes does the Senior Pastor already have it in his possession? YES \_\_\_\_\_ NO \_\_\_\_\_

On what date are you available? \_\_\_\_\_

Maximum length of your commitment? \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

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

1. Have you any physical handicaps or conditions preventing you from performing the duties related to children's work?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have **you or your spouse** ever been convicted **or accused** of any domestic violence, child abuse, child molestation, or any other crime related to children or youth?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been arrested? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References: List 3 that can attest to your ability to fill this assignment

Name \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

All Paid Staff will be given a "Job Description" for evaluation, acceptance and signature before the hiring process is completed.

**PERSONAL COMMITMENT**

The information contained in this personal reference form is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children's work. 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. **FURTHER, I GIVE THE RIDGECREST CHURCH OF THE NAZARENE MY PERMISSION TO CONDUCT A CRIMINAL BACKGROUND CHECK.**

Should my application be accepted, I agree to be bound by the Bylaws and policies of Ridgecrest Church of The Nazarene, and to refrain from unscriptural conduct in the performance of my services on behalf of the church. Ridgecrest Church of The Nazarene commits to supporting you in your appointment in any way possible, as together we serve Jesus Christ and share in His love with our children .

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

Date \_\_\_\_\_

PROCEDURES FOR VOLUNTEERS WORKING WITH MINORS

All **VOLUNTEER** Staff in the Nursery, Children's Ministry, Youth Ministry or Music Ministry **MUST FILL OUT THE APPLICATION** and are subject to the supervision of the Senior Pastor and evaluation of the Church Board and the appropriate Board for the area of their employment.

RCN reserves the right to dismiss paid staff or volunteers who are unscriptural in conduct or fail to follow the policies for volunteers working with minors.

All paid staff or **Volunteers** in children's and youth ministries ***must be personally interviewed*** by the respective minister in their area of desired service. The interview process includes completing an application that deals with some of the critical social issues of our world. The application is confidential and is used to help our church provide a safe and secure environment for the children and youth who participate in our programs and use our facilities.

Below are procedures all paid staff and volunteers are asked to comply with to prevent allegations of child abuse or to prevent the actual occurrence of child abuse.

1. Every group of children or youth have at least two workers present at all times. (At times, this is difficult, but having another adult present is your best protection against false allegation.) It is a good rule to never be alone with a young person.
2. It is also recommended that window blinds and doors be kept open in classrooms where children's activities are occurring. Try not to be put in what could be termed a compromising position.
3. Physical contact with children should be minimal. In kindergarten and below some appropriate touching and hugging is permissible. However, this should only be done in the presence of other adults in an open classroom. In grades 1-12 physical contact should be given with extreme care. It is recommended that a paid staff member or volunteer should not display physical affection to a young person of the opposite gender.
4. When taking children to the restroom, paid staff or volunteers should only supervise children of the same gender. It is recommended that, if possible, two adults remain in the restroom with the children. Children should have as much privacy as possible when using the restroom. Workers should only enter a restroom stall when absolutely necessary to assist a child.
5. All activities or outings outside the normal planned Children's or Youth Ministry calendar must be approved by the appropriate minister to insure proper supervision. (i.e., Sunday School teachers or group leaders initiating a special activity for their group.)
6. Visitors are not permitted to help in Children's Ministry.

## PROCEDURES FOR PAID STAFF/VOLUNTEERS WORKING WITH MINORS

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6. Visitors or new volunteers are not permitted to help in Children's Ministry unless approved by the Children's Pastor, Children's Director and/or The Sunday School Superintendent.

7. Parents are permitted to observe their child in his or her class. However, parents must notify the department leader or program director of their presence. At no time are parents allowed to be alone with any child except their own. They are only to observe the class or activity they desire.
8. Paid Staff or Volunteers should never take a child home alone without another adult in the car. In the event it is necessary, the child's (children's) parent(s) should be notified beforehand.

As paid staff or volunteer, there are two other important areas of which you want to be informed. **Health Expectations and Emergency Procedures** in the event of fire or earthquake are considerations that every volunteer worker should know:

1. In the children's ministry, a health guidelines handbook is in the process of being developed and will be posted in every pre-school room. Know the expectations. Help prevent the unnecessary spread of disease.
2. Every room on the RCN campus has an emergency exiting sign. Procedures flyers are also available. Know what you should do in the event of a fire or earthquake in the room you are working.

The Staff and Leadership of Ridgecrest Church of The Nazarene are grateful to God for the faithful service of the marvelous volunteers He has given us to minister to the babies, toddlers, children and youth that are a vital part of this fellowship. *We as leaders covenant to support our volunteers in prayer and through training in identifying abuse and how our volunteers can protect themselves from accusations of abuse, as well as how to deal with disease and emergencies.* These procedures are part of that process.