



Meadowbrooke Kid's Ministry Volunteer Application Checklist

- _____ **Application**
- _____ **Personal Situations Form**
- _____ **Policy Statement**
- _____ **Background Check**

Teen Volunteers only:

- _____ **Parental Consent Form if under 18 years**

Name: _____



Address: _____

Cell phone: _____

Email address: _____

Occupation/Employer: _____

Previous volunteer experience: _____

Special interests, hobbies, and skills: _____

Age or Grade you wish to serve: (please make your preference with 1-3. (1 being your first choice.)

- _____ Nursery (Birth- Age 3)
- _____ Preschool (3-5)
- _____ Jr. Kid's Town (Grades K-2)
- _____ Sr. Kid's Town (Grades 3-5)
- _____ The Connection (Jr/Sr High)

Please choose your schedule preference:

Once per month _____

Twice per month _____

Other: _____

What qualities do you have that would help you work with children and/or youth?

How long have you been attending Meadowbrooke? _____

Have you accepted Jesus as your personal Savior? Yes _____ no _____ If yes, when? _____

Please provide one of the following references:

- 1) Ministry leader or a pastor of a previous ministry you have served in.
- 2) A place where you volunteered recently, (a nonprofit, school etc).
- 3) A member of Meadowbrooke Church.

Name: _____

Phone Number: _____

Relationship to you: _____

Personal Situations



- 1. Yes___ No___ Do you agree to attend periodic training sessions?
- 2. Yes___ No___ Are you able to lift up to 30 lbs?
- 3. Yes___ No___ Do you have any health issues that might affect your work with children such as physical limitations, disabilities, illnesses, psychological disorders, etc.?
- 4. Yes___ No___ Have you ever been accused or convicted of, or participated in physical abuse, sexual abuse, neglect, molestation, or exploitation of a minor?
- 5. Yes___ No___ Have you ever voluntarily left or been asked to leave a role within an organization due to a concern regarding inappropriate conduct with minors or adults?
- 6. Yes___ No___ Do you have any disciplinary action or investigation pending by an employer or organization, professional association, or licensing body, for violence, sexual misconduct, or other misconduct involving children?
- 7. Yes___ No___ Have you ever been charged, convicted of, pled guilty to, or pled no contest to a crime other than a minor traffic violation?
- 8. Yes___ No___ Have you ever been subjected to an order of protection or some similar order?
- 9. Yes___ No___ Are there any circumstances or patterns in your life that would hinder you from honoring Christ or serving as a positive Christian role model while working in this ministry?
- 10. Yes___ No___ I agree to let the Meadowbrooke staff know if any of the above circumstances change and I will, if necessary, step down from my responsibilities until those issues are resolved.

If you answered YES to any of the questions (#3-9), please explain below:

By signing below I certify the answers above are accurate to the best of my knowledge.

Signature

Date



Kid’s Ministry Policy Statement

The following policies reflect our commitment to provide protective care of all children, youth, volunteers, and staff who participate in church sponsored activities.

1. All adult volunteers and staff shall confess Jesus Christ as their personal Lord and Savior. They also shall adhere to the affirmations of the Meadowbrooke Church. In addition all volunteers need to be a member in good standing, or a regular attendee for at least 6 months or have a reference from a previous experience in ministry or volunteering with children.
2. Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children.
3. Volunteers and staff are to observe the “two volunteer” rule. This requires that volunteers are never in an isolated setting with children without an additional volunteer. Volunteers under the age of 16 should never be left in an isolated setting without an adult volunteer present. Only adult volunteers may take children to the restroom. Only volunteers older than 16 years of age may change diapers.

Policies: Regarding Emergencies

1. If a child is choking on non-responsive, one Kid’s Town worker is to administer CPR using either chest compressions or 2-finger compressions depending on size of child. The other Kid’s Town worker is to use the walkie-talkie to contact the safety team for assistance. Once the child is safe the parents are to be notified immediately (if they have not been already). The Kid’s Town supervisor for that day is to be notified and to fill out an incident report to hand into the office.

**This procedure is to be followed in any emergency circumstance. Emergent behavior, allergic reaction, etc...*

Policies: Regarding suspected child abuse/neglect

1. If a situation occurs in which you suspect child abuse or neglect, contact the Kid’s Town supervisor for that day and together fill out a ‘suspected abuse/neglect’ form. The Kid’s Town coordinator will then take timely action to discuss the situation with the pastor/elders and contact the authorities if deemed necessary.

I have read and understand the above policies and commit to following these procedures in the event of an emergency or suspected child abuse or neglect.

Signature

Date



CONFIDENTIAL

Meadowbrooke Church Background Check Authorization Form

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and dates used: _____

Current Address since: _____
(Mo/Yr)(Street) (City) (Zip/State)

Current Address since: _____
(Mo/Yr)(Street) (City) (Zip/State)

Current Address since: _____
(Mo/Yr)(Street) (City) (Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Email address: _____

License Number: _____ State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize Meadowbrooke Church and it's designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and /or investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, driving records, birth records, and any other public records. I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written pertaining to me, to Meadowbrooke Church or it's agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

** Meadowbrooke Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including but not limited to, address, social security numbers and dates of birth.

Signature: _____ Date: _____

As a church volunteer, do you agree to observe all church policies regarding working with children?

- Yes
- No



Parental Consent Form
(Or any minor under the age of 18 hoping to serve in Kid's Town)

Applicant's Statement: I have read the Volunteer Responsibility list and should my application be accepted, I agree to follow the policies and procedures of Kids Town Children's Ministries and Meadowbrooke Church. As a volunteer I agree to faithfully attend as many scheduled meetings and training seminars as possible as provided by Meadowbrooke Church for the purpose of personal and ministry enrichment.

Applicant's Signature: _____ Date: _____

Parent's Consent: I authorize any churches listed in this application to give Meadowbrooke Church any information (including opinions) that they may have regarding my child's character and fitness to work with children. I release all such references and Meadowbrooke Church from any liability for exchanging information or furnishing evaluations, provided it is done in good faith and without malice. I waive any right I have to inspect references made on my child's behalf. If my child's application is accepted, I give my permission for him/her to work with children as a volunteer. I also have read the Volunteer Responsibility List and I have discussed with the Children's Director any and all situations in which my child has been involved.

Parent's Printed Name: _____

Parent's Signature: _____ Date: _____

Children's Director's Consent: I accept the applicant's request to be involved in the children's ministry department. Yes No

Signature: _____ Date: _____



VOLUNTEER RESPONSIBILITY LIST
(Please read over expectations carefully)

1. Your main responsibility is to assist the teacher by focusing on the children. It is not a time for interacting with other volunteers.
2. Please set a good example at all times. No roughhousing of any kind is permitted. We do not want to teach the children anything that will harm them or anyone else. Be sensitive to interact with all the children and not just your favorite child.
3. Sit with the children on the rug or mat during story times unless the teacher directs you to help with another task elsewhere in the room. Avoid allowing children to sit on your lap.
4. Participate during songs and lesson play, encouraging children to do the same.
5. Do not bring food or drink into the room unless authorized by the teacher.
6. Using your cell phone for any reason, other than an emergency, is not permitted when you are volunteering in the classrooms or helping on the playground.
7. Do not go in and out of the classrooms without the teacher's permission.
8. You are responsible to help clean up and disinfect rooms after services. Sweep, wipe tables, pick up toys, straighten room, put snacks away, put chairs on top of table, and anything else the teacher needs help with. This may require staying a few minutes after the service.
9. Please notify the Children's Director if you cannot work your scheduled service ahead of time rather than the day of.
10. Nursery helpers: Do not remove anything from a child's diaper bag (bottle, pacifier, etc.) unless you have marked on any items you remove with the child's name.
11. Volunteers under the age of 16 may not pick up babies or toddlers unless an adult has given you permission.
12. Volunteers under the age of 16 may not assist children in restrooms or change diapers at any time.
13. All volunteers must submit this completed Children's Ministries Volunteer application before they can begin volunteering in the Nursery, the Preschool, or Elementary department.