

BLOOMINGDALE CHURCH  
**FIRST TIME VOLUNTEER APPLICATION**  
FOR WORK WITH CHILDREN AND TEENAGERS

This form is to be completed by an applicant for any volunteer position within the Bloomingdale Church involving the supervision of minors. It is being used to help church leaders provide a secure environment for children and youth who participate in our programs and use our facilities.

**If you have filled this form out in a previous year please fill out the annual "Renewal Volunteer" form instead.**

[Download and print a PDF @ [www.bloomingdalechurch.org/kids/volunteer](http://www.bloomingdalechurch.org/kids/volunteer)]

**Please place the completed application in the secure "Offertory Drop Box" located in the main lobby hallway.**

This application will be reviewed by our staff. You will be notified if you have been approved. Your application is valid for one year (ending on September 15). You must complete a renewal application every year between June 1-September 15.

Date: \_\_\_\_\_ Social Security Number (if you are 18+) \_\_\_\_\_

(SSN's are used for background checks and will immediately be blacked out)

Birth date: \_\_\_\_\_  
Month Day Year

Name: \_\_\_\_\_  
Last First Middle

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

E-mail: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**YOUNG VOLUNTEERS:**

**Parent's signature needed if volunteer is under 18:**

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

**Anyone 23 years old or younger must have your age-group pastor initial the following:**

[ ] The applicant is actively growing in their faith and therefore able to lead others.

[ ] The applicant regularly attends church and a ministry group in which they are growing.

Pastor Name \_\_\_\_\_

1. How long have you attended Bloomingdale Church? \_\_\_\_\_  
(You must have attended Bloomingdale Church for **at least six months** for all volunteer positions with minors.)

2. Are you supportive of the values and doctrines of the Bloomingdale Church? **yes / no**  
**Our Mission:** To help people know Jesus Christ as Lord by being a caring, learning, praying, worshiping, and outreaching community.  
**What We Believe:** Please review: [www.bloomingdalechurch.org/who](http://www.bloomingdalechurch.org/who)

3. Briefly describe your spiritual journey, including your conversion experience and your current daily life with Christ (If filling out this application annually, please do not write "same as last year") \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please describe any conditions that might restrict or prevent you from performing certain activities for working with children/teens (for example, are you able to lift toddlers or run short distances in an emergency)?  
\_\_\_\_\_
5. Have you ever committed an act of domestic violence, child abuse, child molestation, or any crime related to the abuse of minors? **yes / no**
6. Have you ever been convicted of domestic violence, child pornography, child abuse, child molestation or any other crime related to persons in a civil or criminal lawsuit? **yes / no**
7. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? **yes / no**
8. Have you ever been subject to any disciplinary action (including discharge) or investigation by a church, religious or other organization or by an employer? **yes / no**
9. In the past 12 months, have you engaged in pornography, illegal drugs, drunkenness, or underage drinking? **yes / no** (Please explain) \_\_\_\_\_
10. What ministries are you currently serving in at Bloomingdale Church? \_\_\_\_\_

(The pastor staff recommends that you are also involved in a group that is helping you to learn and grow outside of the group in which you serve).

11. What type of volunteer work with children/teens have you done with churches in the past five years?  
\_\_\_\_\_

### PERSONAL REFERENCES

Please choose ministry leaders, adults in the church, or other adults (non-relatives) in which you have a close relationship.

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email \_\_\_\_\_

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Mailing Address: \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT'S STATEMENT

I have read through the *entire* "Volunteering with Minors" Policy.

**Please Initial:** \_\_\_\_\_

The responses I have provided in completing this application form are complete, truthful and accurate. I hereby authorize Bloomingdale Church to make inquiries concerning my background in connection with evaluating information I have provided on this form and in the application process, including a criminal records check if deemed necessary by the Church. I hereby authorize all persons associated with me, including churches, employers, law enforcement, licensing and social services agencies, to release any information contained in their files or records concerning me to the Church and its representatives.

**Please Initial:** \_\_\_\_\_

I have carefully read the foregoing release and know the contents of it, and I sign this release as my own free and voluntary act.

**Please Initial:** \_\_\_\_\_

I affirm that I will strictly comply with all policies and procedures of the Church and the Christian and Missionary Alliance. I understand and agree that failure by me to abide by such procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of the Church. I will report any known or suspected child abuse or other violation of policy to the director of the children's ministry or a pastor.

**Please Initial:** \_\_\_\_\_

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

Applicant's Name (please print): \_\_\_\_\_

## SAFETY PROCEDURES

Church leaders must be concerned for the safety of the children, teens, and families they serve. Bloomingdale Church desires to provide a safe, loving environment in which all people feel comfortable and healthy spiritual formation can take place.

### ALL

- *Staffing:* There should be a **minimum of two adults physically present in any room with minors.** (*If there are teens volunteering with children, there must be at least one adult volunteer present.*)
- *Proper Affection:* Holding a *child's* hand when walking to an activity, arm around shoulder when comforting, patting an adolescent's head, hand, shoulder or back when encouraging, gently holding shoulders when redirecting behavior, holding a *preschooler*/baby who is crying.  
*Not appropriate:* kissing, extended hugging and tickling, carrying or sitting an adolescent on your lap.
- *Proper Contacting:* When contacting minors, we recommend using postcards and phone calls to the home phone because we desire guardians to know what we are communicating.
- *Driving:* Please confirm that a minor has been given parental approval to receive a ride. **If driving a student of the opposite sex, there must always be at least one other person present of the same sex as the driver or another adult.**
- *Windows & Doors:* In any room is occupied by minors, **the windows and doors are never to be blocked.**
- *Emergencies:* Procedures for emergency situations (fire, tornado, etc.) are posted and should be reviewed for planning route of escape to safety. **First aid kits are available in the church office and in most classrooms. Immediately contact a parent when an injury occurs and report it to the ministry leader.**
- *Special Events & Overnight Policies:* Church leaders must pre-approve off-site activities and overnight events. **Parental consent forms are required for each child participating. All events will be supervised by a minimum of two approved adult leaders.**
- *Discipline Policy:* 1) Encourage good behavior. **Remind children of proper behavior.** 2) **Redirect the misbehaving child by moving him/her to a new area.** 3) Return the child to the parent.
- *Health:* Out of concern and consideration for other children and volunteers, please do not receive into the classroom any child displaying signs of a fever, runny nose, cough, rash, eye infection or vomiting. All medications are to be given by parents only and are not to be left in the classroom. **If attending an offsite trip, health concerns are to be noted in the permission form. Medications can be given to the ministry leader for a minor if designated in writing.**

### KIDS QUEST

- *Rest Room Guidelines:* We recommend that parents take their children to the rest room prior to the event. If a child needs to use the rest room a **female adult volunteer (preferably two) should escort the child to the rest room and prop the door open to make sure everything is in order. The female adult volunteer should never be alone with a child in an unsupervised rest room and never go into a cubicle with a child and shut the door.** The volunteer should call the child's name if he/she is taking longer than seems necessary. **Teen volunteers are not to assist students in the rest room.**
- *Nursery:* Safety rules are distributed to parents and posted in the nursery. **Diapers are to be changed by the parents only.** No snacks are allowed in the nursery. Toys and bedding are to be continuously sanitized. Children are to be released only to their parents or to pre-arranged individuals.

## CHILD/TEENAGER ABUSE PROTECTION AND PROCEDURES

### Obligation to Report

Any church employee or volunteer who has reasonable cause to believe that a child has suffered abuse or neglect is required to report or cause a report to be made under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. They should report immediately to a member of the pastoral staff of the church. The church will contact the proper authorities if there are reasonable grounds for belief.

### What to Report

Be prepared to give a brief description of the incident(s) of abuse to the pastoral staff, including: names of alleged victim(s) and perpetrator(s), details about the actual incident, indication of intention, the time and place of the incident, information about possible witnesses, and evidence of abuse. Please document everything.

### Definitions of Abuse

*Physical Neglect:* Failure to meet the basic requirements for supervision, housing, clothing, medical attention, and nutrition for the child.

*Physical Abuse:* Non-accidental physical injury of a child.

*Sexual Abuse:* Sexual exploitation of a child done for the sexual gratification of the offender or another person.

### Signs of Abuse to Watch for:

- Unexplained bruises, burns, fractures, or abrasions.
- Consistent hunger, inappropriate dress, poor hygiene, or unattended medical needs.
- Moves with discomfort and shies away from physical contact.
- Extremes of aggression or withdrawal including listlessness and depression.
- Difficulty sitting or walking.
- Inappropriate sex play.
- Sudden changes in school performance, appetite, or self-worth.

For more information, go to: <https://www.dcfstraining.org/manrep/topTabs/signs.jsp>

### Protecting minors

- Never promise a minor that you will keep anything they tell you a secret.

### Report Follow-Up

- In cases where the child is not in immediate danger, a pastor, elder and a third party with reasonable cause will contact the parents. If there is reasonable cause to suspect child abuse the proper authorities will be contacted.
- In cases where a church volunteer or staff member is involved, a pastor, elder and a third party with reasonable cause will interview the person suspected of child abuse. Immediate suspension from ministry shall result if the volunteer or staff member is suspected of child abuse until a complete investigation and decision have been made by the proper authorities.

BLOOMINGDALE CHURCH | VOLUNTEERING WITH MINORS POLICY  
**VOLUNTEER RECRUITMENT PROCEDURES**

**1. Volunteers must fill out an annual Volunteering with Minors Application:**

A) *After they have been active participants in Bloomingdale Church for at least six months,*

B) *Have filled out an annual volunteer application valid until the following August (no more than 15 months).*

- Must give a clear testimony of Christian conversion
- Must have read and be in agreement with Bloomingdale Church policies and doctrines.
- Fill out personal and mental health related information.
- Give two personal references
- All forms are to be kept in a locked, permanent, confidential file.
- Annual enrollment is June 1- August 30.

First-time applicants can apply at any time. However, they must reapply by August 30.

C) *Have had their personal references checked.*

D) *Anyone who is 23 or younger must have their pastor's signature.*

**2 All new applicant's (and any returning applicant in question) will be checked against the national registry of convicted sex offenders.**

- The First Time Volunteer Application Form includes a statement that grants permission to pursue a criminal records check with local, state and government agencies using one's Social Security Number.
- All records will be placed in the volunteer's placement file and kept in a locked cabinet.

**3. An interview will be conducted by the volunteer coordinating the ministry or the Children's Pastor, Youth Pastor and/or Senior Pastors if any of the responses provided on the Volunteer Personnel Form need to be clarified.** A summary of the interview is to be made and kept with the applicant's placement file.

**When a volunteer has cleared all of the above steps without causing any probable concern, they will be granted permission to volunteer with minors for *one year*. Bloomingdale Church can revoke permission granted to volunteer with minors if a volunteer's behavior is in question at any time.**