

First Christian Church  
Garland, Texas  
Children and Youth Volunteer Application

Please **PRINT** clearly

Name \_\_\_\_\_ Date \_\_\_\_\_

In addition to the name listed above, list here any other names you have been known by as an adult. Include nicknames.

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

\_\_\_\_\_ Date of birth \_\_\_\_\_

Residence/Address \_\_\_\_\_ Hm Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Wk Phone \_\_\_\_\_

How long have you lived at the above address? Yrs \_\_\_\_\_ Months \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Drivers License Class (circle) A B C M State Issued \_\_\_\_\_

List all previous addresses for the last five years:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

How long did you live at the above address? Yrs \_\_\_\_\_ Months \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

How long did you live at the above address? Yrs \_\_\_\_\_ Months \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

How long did you live at the above address? Yrs \_\_\_\_\_ Months \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

How long did you live at the above address? Yrs \_\_\_\_\_ Months \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

How long did you live at the above address? Yrs \_\_\_\_\_ Months \_\_\_\_\_

What is your occupation? (Be specific) \_\_\_\_\_

Name of place of employment \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ How long \_\_\_\_\_

Previous employment \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ How long \_\_\_\_\_

Marital Status: ( ) Married ( ) Single ( ) Divorced ( ) Widowed

High School attended \_\_\_\_\_

College(s) attended \_\_\_\_\_ Years \_\_\_\_ Degrees Received \_\_\_\_\_

College(s) attended \_\_\_\_\_ Years \_\_\_\_ Degrees Received \_\_\_\_\_

College(s) attended \_\_\_\_\_ Years \_\_\_\_ Degrees Received \_\_\_\_\_

Describe any formal or informal training you may have had in education, Christian education, or other social or religious training.

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What other organizations have you volunteered with?

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Have you ever been arrested or convicted of any criminal offense? ( ) Yes ( ) No

If you answered yes, please explain:

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Have you ever had a civil law suit filed against you, ever been terminated for, or terminated your employment to avoid facing charges of alleged, actual or attempted sexual discrimination, harassment, exploitation, or misconduct?

( ) Yes ( ) No

If you answered yes, please explain

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Please list the names, addresses and telephone numbers of two (2) people other than relatives who know you sufficiently well to provide a reference. We will contact these people:

Name

Address

Wk Phone

Hm Phone

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# Children and Youth Volunteer Code of Ethics and Rules

While acting in your capacity as a Children and Youth volunteer for First Christian Church, Garland, the following rules shall apply:

1. Smoking or using tobacco products in the presence of children or youth is prohibited.
2. Using, possessing, or being under the influences of alcohol or illegal drugs is prohibited.
3. Children and Youth Volunteers shall treat all children with respect and shall not abuse children or youth including, but not limited to:
  - a) Physical abuse: strike, spank, shake and slap
  - b) Verbal/mental abuse: humiliation, degrade, threaten, use profanity
  - c) Sexual abuse: including inappropriate touching and exposure
4. Children and Youth Volunteers must be free of physical and psychological conditions that might adversely affect children/youth health.
5. Children and Youth Volunteers will portray a positive role model for youth and children by maintaining an attitude of respect, loyalty, patience, courtesy and maturity.
6. Children and Youth Volunteers will be expected to act and react with Christian love and understanding in all situations.
7. Children and Youth Volunteers will do everything in their power to avoid being put in a situation where they are alone with a child or youth other than their own.
8. To help foster a Christian community for our middle school and high school youth, Children and Youth Volunteers of First Christian Church, Garland, Texas, will not plan church-sponsored, over-night events at their homes for mixed gender company.
9. Texas state law requires that all citizens report any suspected abuse or neglect of a child or a youth to age 18 to the Texas Department of Protective and Regulatory Services.
10. I understand that as a Children and Youth Volunteer for First Christian Church, Garland, I will be subject to a background check, including criminal history.
11. I understand that any violation of this code may be grounds for removal as a Children and Youth Volunteer.

# First Christian Church, Garland

## Policy on Reporting Child Molestation and Abuse

1. If a Children and Youth Volunteer suspects a case of child abuse, he or she must report it immediately.
2. The minister receiving initial report will be responsible for confirming the facts reported and the condition of the child within 24 hours of receiving the report.
3. Data concerning the child will be obtained through discussions with the initial reporter and other individuals as appropriate.
4. After the information is secured, the minister will contact CPS at 1 (800) 252-5400 and cooperate with CPS.

### Children and Youth Volunteer Acknowledgment

Please initial in each space after reading.

\_\_\_\_\_

I understand that I am to report as soon as possible any accidents or injuries to children or youth, other sponsors, or myself to one of the ministers of First Christian Church Garland.

\_\_\_\_\_

I understand that I am required by law to report know or suspected instances of child abuse and that not doing so is considered a misdemeanor, and I agree to follow the policy of First Christian Church Garland, on reporting child abuse or molestation. I have received a copy of said policy.

\_\_\_\_\_

I understand the policy of First Christian Church Garland, is to cooperate with the authorities in the investigation of suspected child abuse and molestation situations. I, as a Children and Youth Volunteer, agree to cooperate with the investigation as requested.

\_\_\_\_\_

I understand that if I use my automobile for activities associated with First Christian Church Garland my personal insurance is the primary coverage.

\_\_\_\_\_

I acknowledge that I have received and read a copy of the Children and Youth Volunteer Code of Ethics and Rules

# Children and Youth Volunteer Policy & Guidelines

## For work with Children and Youth (age birth to 18)

### First Christian Church (Disciples of Christ)

#### Garland, TX

#### I. Policy Date

The following policy replaces any current policy and applies to all present and future volunteers who have, or who may choose, to apply for work with children and/or youth (ages birth to 18), in any capacity at First Christian Church, Garland, TX.

#### II. Volunteer Application and Screening Process

**Step 1:** Letter of Recommendation. Children and Youth Volunteer applicants must submit a letter of recommendation from a member of the ministerial staff or member of the current Elders.

**Step 2:** Application Form. Children and Youth Volunteer applicants must submit a completed Children and Youth Volunteer application form. By signing said form, the applicant submits to a comprehensive background check.

**Step 3:** Approval/Denial. Upon receipt of a letter of recommendation and an application form, a member of the ministerial staff will review the materials submitted, conduct a background check, and render a determination as to whether the applicant will be approved or denied the opportunity to be a volunteer with children and/or youth. The minister will then send written notice of the decision to the candidate.

#### **Criteria Notes**

**Note 1:** Active congregational participants must be ongoing during the time of service to the congregation. Active congregational participants shall be defined and demonstrated in the following ways:

a) Active membership for at least six (6) months with regular attendance in one of the congregation's Sunday morning services of worship.

b) Regular attendance at events, services and activities related to the youth/children's group to which leadership is being given, including such items as Youth Council Planning meetings, Youth Sundays, Fund-raising activities and All Church Youth events.

c) Willing spirit of cooperation with the church's ministerial staff in planning and implementing the church's youth and children's program.

d) Demonstration of Christian conduct as defined in the congregation's document named "Children and Youth Volunteer Code of Ethics and Rules", items 5 & 6.

**Note 2:** Background Criteria – Volunteer applicants will be screened for their criminal record, including such offenses as felonies, misdemeanors, active probation, and sexual crimes.

Additionally, applicants will be screened for their overall fitness to work with youth and children through a reference check and the required letter of recommendation mentioned above.

Re-screening: Periodically, the ministerial staff may re-screen candidates who continue to work with youth and children. At a re-screening, candidates will only be asked to complete a new application form and will not need a new letter of recommendation. A new background check will be

conducted as a part of the re-screening process.

Confidentiality: The documents associated with the application process will be considered privileged information and will be handled as such. Only ministerial staff will have access to the data collected and such data will be stored in a locked filing cabinet.

### III. Grievances/Appeals

**Personnel Decisions** – In those cases when a volunteer applicant may receive an unfavorable determination, or in those cases when, for reasons outlined in Section II, a change in Children and Youth Volunteer personnel becomes necessary and the person or persons in question are not able to reach satisfactory resolution with a member of the ministerial staff, he or she may choose to discuss the determination further with the members of the congregation’s Executive Committee as described in the congregation’s By-Laws, Article IX, Section C, Item 1 and in accordance with the purpose of the Executive Committee as described in the By-Laws, Article IX, Section D, Item 1 (b).  
**Initiating Further Discussion** – The request to meet with the Executive Committee may be initiated by either the Children and Youth Volunteer applicant or a member of the ministerial staff. The request to meet should be made to the current Chair of the Board. Members of the ministerial staff may be in attendance as ex-officio members of the Executive Committee (By-Laws Article VI, Section B, item 1). The decision of the Executive Committee shall be final.

### IV. Children and Youth Program Oversight

**Supervision of Sponsors** – In all matters pertaining to the planning and implementation of congregation’s Children and Youth programs, Children and Youth Volunteer will report directly to the current Minister to Youth. The Minister to Youth will consult with the appropriate Children and Youth Volunteers to make decisions regarding the planning and implementation of the whole youth program.

**Whole Youth Program** – The “Whole Youth Program” shall be defined as all current children and youth programs (TTJ, PYF, JYF, Chi-Rho and CYF), and any other children or youth-related program which, in the future, may be planned for the benefit of our church’s youth/children, or be held in the name of, or conducted on the premises of First Christian Church Garland.

**Selection of Sponsors** – As primary Children and Youth program administrator, the Minister to Youth with the consent of the Senior Minister, will make all decisions regarding the recruitment and placement of personnel for each of the Children and Youth Volunteer program positions.

**Youth Council** – The Youth Council, comprised of current youth sponsors from each of the congregation’s youth/children’s programs, shall be moderated by the Minister to Youth. The meeting agenda shall be determined by the Minister to Youth with the consent of the Senior Minister. Ministerial staff and/or members of the Executive Committee may choose to attend meetings as ex-officio members. In the absence of the Youth Minister, the Associate Minister will moderate the Youth Council Meetings.

*I acknowledge that the information contained in this Children and Youth Volunteer Application is true and complete and that any misrepresentation and/or omission may be grounds for rejection of consideration for a volunteer position or for termination of a current volunteer position in the First Christian Church, Garland Texas. I authorize those persons who receive my Information Request and Agreement and/or all person, entities, former employers, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the information provided in this form, and to comment and state opinions regarding my background and character. I hereby release all such entities and individuals from all liability and responsibility arising from their doing so.*

The undersigned Executive Committee have read and approved the Children and Youth Volunteer Application. This document is hereby made an official document of First Christian Church, Garland, TX policies and procedures.

Executive Committee:

\_\_\_\_\_

Board Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Board Vice-Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Elder Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Elder Vice-Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Senior Trustee

\_\_\_\_\_

Date

The undersigned acknowledge having received, read and accepted the Children and Youth Volunteer Application.

\_\_\_\_\_

Children and Youth Volunteer

\_\_\_\_\_

Date

\_\_\_\_\_

Senior Minister Signature

\_\_\_\_\_

Date