

Safe Sanctuary Policy Procedures for Volunteer Screening

Interested volunteers should be given application packets containing the Safe Sanctuary Policy (SSP), Covenant Statement, background check form, Application form, and Spiritual Gifts Inventory. Assignments should not be determined until volunteers have completed the Safe Sanctuary policy process.

The completed paperwork should be mailed or given directly to the Church Administrator or placed in his/her mailbox by the applicant. Reasonable efforts should be made by staff members not to accept completed paperwork, especially unsealed paperwork, from potential volunteers to ensure confidentiality. Please provide an envelope for all paperwork and direct the volunteer to the Church Administrator's mailbox.

When the Church Administrator receives a completed SSP packet, the background check form will be submitted for clearance. The Children's and/or Youth Minister will be asked to submit a recommendation for service form. If advised by the Church Administrator that additional information is needed, the Director of Children's or Youth Ministries, Church Administrator or his designee may contact additional references as indicated on the application or request an interview to determine placement.

Upon completion of the Safe Sanctuary Policy forms including the interview or recommendation forms, and the background check, the Church Administrator will advise the Director of Children's and/or Youth Ministries if volunteer is approved. The Church Administrator will then provide a copy of the Spiritual Gifts inventory to the appropriate director to assist in job placement.

Response to Background check information

- If the background check information is clear, the applicant may volunteer.
- If the background check information or other documents contain information that states the applicant has been charged with, convicted of, or plead guilty to a crime, either a misdemeanor or felony, including but not limited to crimes against minors, child molestation, crimes involving pornography, sexual or physical abuse, other crimes of violence, or theft, the applicant should not be allowed to work with minors.
- If the background check or other documents contain anything questionable that should require special consideration, reasonable efforts will be made to investigate the matter. The information shall be presented to a panel of the Senior Pastor, Chair of the Board of Trustees, Chair of the SPRC, and Church Administrator for further consideration. At that time, it will be determined if the applicant may work with minors.
- If the applicant refuses to submit a background check form or consent to release confidential

information, then applicant is not to be permitted to work with minors.
-Applicants will be notified if they are not approved to work with minors.

Safe Sanctuary Reference Check Interview

Name of applicant _____

Reference name: _____

Reference phone: _____

Staff person conducting interview _____

Date: _____

1. What is your relationship to the applicant? 2. How long have you known the applicant? 3.

How well do you know the applicant?

4. Please describe the applicant:

5. How would you describe the applicant's ability to relate to children and/or youth? 6. Are there any other comments you would like to make about the applicant?

Staff member signature Title Date