

Ministry Application Instructions

All Children's Ministry Workers:

In an effort to create the safest, child—friendly environment for our Children's Ministry, Poplar Creek Church has adopted a policy of volunteer back ground checks for all individuals wishing to serve in a ministry with minor children.

We are very sensitive to the privacy of our congregation, and the utmost care and respect will be provided to anyone who submits an application for children's ministry.

Included with this letter are the 3 forms that we ask everyone to complete. Please return these IN A SEALED ENVELOPE to Miss Betsy (Children's Ministry Director) or directly to someone in the office. Please do not leave them somewhere to be "picked up". The applications will be opened and documents sorted by our Shepherds.

We have contracted for a specific background check looking for obvious issues that would be of concern to parents. We are not interested in the glitches, problems or scars of your past UNLESS they relate to the safety of our ministry.

The originals of these were color coded, but the online version is simply identified by color. One of these forms (the one marked - yellow copy) is an open request to consider your life and problems you may have faced. It is possible that there are difficult things here you have never faced. Please consider this an opportunity for our Shepherds to lovingly and compassionately help you be victorious in the face of these trials. This is part of our ministry together.

These are the forms included that you must return:

- 1) White: Background check and verification (2 pages) for our contract security check
- 2) Yellow: Personal situation (for review only by the Shepherds as needed)
- 3) Blue: Ministry Leadership Summary – This will be given to ministry leaders to make best use of talents and interests

We thank you for your cooperation in this delicate, but important action. We also appreciate the great work our Ministry Council has done in developing a policy and procedure that is secure, thoughtful and respects privacy, while ensuring the ongoing strength and trust of our ministry to children and teens.

Children's/Teen Ministry Application

At Poplar Creek Church, we value the safety of our children and youth. Because of that, we do run a background check on all volunteers working in these areas.

This page (front and back) are for our contract security background check service ONLY.

Criminal Background Check:

Will you consent to a background check? Yes No

Have you ever been charged with a crime other than minor traffic violations? Yes No

If yes, please describe the charges and when they occurred.

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Work Phone: _____

Date of Birth: _____ Social Security No.*: _____

Driver's License No.: _____ State: _____

Employer: _____

Employer Contact Name and Phone: _____

Length of time at Poplar Creek Church: _____

Previous Church: _____ City/State: _____

Please provide us with personal references who are not immediate family members:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

(continued on back – complete both sides)

* Social Security Number is requested to complete the background check.

VERIFICATION

Under penalties of perjury, the undersigned swears and affirms that all disclosed information is true and accurate and certifies same by affixing his/her signature hereto.

RELEASE

The applicant hereby releases Poplar Creek Church and its agents from any liability or obligation from all manner of actions, causes of action, suits, debts, claims and demands whatsoever, in law or in equity, which may arise as a result of its use of any information contained in this application.

The applicant further agrees to allow the leadership of Poplar Creek Church to contact any references, employers, or others with information relevant to the position the applicant is seeking and any interest or claim they may have in reviewing any information provided.

THE APPLICANT HAS READ THIS APPLICATION IN ITS ENTIRETY AND AGREES TO BE BOUND BY THIS APPLICATION AND RELEASE AND FURTHER AGREES TO BE BOUND IF ACCEPTED BY THE BY-LAWS, ADMINISTRATION AND COUNCILS OF POPLAR CREEK CHURCH.

Applicant's Signature: _____ Date: _____

Application Received (Date): _____ By (Signature): _____

NAME: _____

SHEPHERDS - YELLOW

PERSONAL SITUATIONS

This page will be reviewed and is for use ONLY by the Shepherds!

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above?

Yes No If yes, explain:

Have you ever been arrested, convicted or pleaded guilty to a crime?

Yes No If yes, explain:

Have you ever been accused, charged, alleged to have or have you ever committed any act of neglecting, abusing, molesting or battering any child or adult? Or have you had any kind of a relationship with a minor that has brought sexual gratification to yourself?

Yes No If yes, explain:

Have you ever voluntarily left or been asked to leave a role within an organization due to a concern regarding inappropriate conduct with minors?

Yes No If yes, explain:

Is there any circumstance or pattern in your life, which would make it inappropriate for you to serve with minors or would compromise the integrity of Poplar Creek Church?

Yes No If yes, explain:

Have you been (or are you regularly) exposed to contagious illnesses such as (but not limited to): hepatitis, tuberculosis, mononucleosis, conjunctivitis (pink eye), measles (rubeola), meningitis (all forms), salmonella infections, streptococcal sore throat, whooping cough (pertussis) or any other immune disorder considered contagious by the Center for Disease Control OR have you recently traveled to a country where any of these illnesses are common?

Yes No If yes, explain:

Is there any abusive situation you have experienced either physically, sexually, or otherwise that you would like to discuss with the pastoral staff or a professional counselor? (Please do not feel obligated to answer this question in detail.)

Yes No If yes, what steps have you taken to minimize the impact that those issues might create for you?

NAME: _____

This page is for use by Ministry Leadership.

MINISTRY LEADERS - BLUE

Ministry Experience: (Briefly give a history of your ministry experience including both leadership and non-leadership positions.)

Reason for Volunteering: (Please tell us why you wish to work with children/youth at Poplar Creek Church.)

Faith Journey: (Please tell us a little bit about your spiritual journey including ways you are continuing to grow.)

Do you feel you have special gifts, qualifications, or experiences that uniquely qualify you for the type of position you are seeking? If so, what are they?
