

Grace Chapel, Inc.

Safety Policy for Children's & Student Ministry Volunteers



GRACE CHAPEL

**September 2020
Special **COVID** Edition**

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I. Purpose:

Grace Chapel, Inc. is committed to providing a safe and secure environment for all children and students who participate in ministries and activities sponsored by the church. The following policy reflects our commitment to creating and preserving a safe place where all who come are protected so they can experience the love of God through healthy relationships with others.

These procedures must be adhered to by all pastors, staff, ministry leaders, teachers, assistants and volunteers. Before anyone serves here at Grace Chapel with children or students, he or she must agree to uphold these procedures by completing the volunteer application attached ([Appendix G](#) / [Appendix H](#)) and signing the Authorization and Release of Liability ([Appendix F](#)).

II. Screening Procedures:

Screening procedures are to be used for all persons who work with children or students in the church on a regular basis, either in a paid or volunteer position. Others who have direct or unmonitored contact with children will also be screened*. This screening includes:

- A. Three-month rule:** Ordinarily, we do not permit people to serve in children's or students' ministry until they have been attending Grace Chapel for at least three months. This gives a threshold of time for individuals to become better known and gives an opportunity to evaluate suitability for service. In some cases, length of time may be reduced based on a person's ability to provide positive character references from other students'-serving organizations and/or from our ministry leaders.
- B. Volunteer Application and Interview:** We require a written volunteer service application ([Appendix G](#) / [Appendix H](#)) for all those serving in our children's and students' ministries. Along with this application, an interview is required with a Grace Chapel staff member or ministry leader. This is a time to review our church's policies and procedures regarding the supervision of children and students.
- C. Reference Checks:** Once the written application is completed, we conduct reference checks as deemed necessary by the Grace Chapel staff. Volunteers should list prior service (preferably with children or students) and references from church members.
- D. Background Checks:** Staff will take reasonable steps, where applicable, to inquire into the background of potential employees, ministry leaders and volunteers. CORI/SORI checks will be conducted as authorized by the Massachusetts Criminal History Systems Board (CHSB). All employment applicants or volunteers who would have the potential for "direct and unmonitored contact with children" while serving at or with Grace Chapel will be notified that a CORI/SORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI/SORI policy.

**"Direct and unmonitored contact with children" means contact with a child when no other CORI cleared individual is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas, such as hallways, when other adults are present shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other CORI cleared adults) that are accessible to children." (M.G.L. c.71, 38R)*

Examples of individuals who may have the potential for such contact include:

- Children's Ministry staff and volunteers
- Student Ministry staff and volunteers
- Individuals authorized to be present alone at Grace Chapel for the purpose of ministry
(i.e. facility team members, office volunteers, hospitality team members, etc.)
- Individuals who have been issued keys for the facility
- Volunteer drivers of children and students for Grace Chapel sponsored events.

Church staff will endeavor to keep confidential all information obtained through the inquiries referred to in the Screening Procedures section B-D above including but not limited to information received in response to CORI and SORI checks, except where otherwise required by law. If the Church determines in good faith that it is required by law to report information obtained through such inquiries, then the Church will comply with the same.

III. Reporting of Suspected Abuse/Unauthorized Engagement

The church has a policy that requires anyone using the church facilities for any activity (sponsored by Grace Chapel or by an outside organization) to report to the Pastor or departmental contact (see chart below) or if during Sunday morning communication could include the campus pastor, and inhouse security, if it is suspected that a minor has been abused, neglected, or a target of unauthorized engagement on Grace Chapel properties or as a part of the ministry of Grace Chapel. A written Abuse Incident Report should be submitted as soon as possible or within 24 hours ([Appendix D](#)). A child welfare definition of abuse is included in [Appendix C](#).

People to Contact if a Child/Minor Abuse Incident occurs:

Role by Campus	Name	Phone Number
Central Office Pastor On-Call (after reg. office hours) Executive Pastor Pastor of Central/NextGen Ministries Kidstown Resource Director Kidstown Supervisor	Pastoral Staff Mark MacDonald Ruthie Seiders Missy Stanaford Karen Young	m: 781-862-6499 o: 781-862-6499 x102 o: 781-862-6499 x110 o: 781-862-6499 o: 781-862-6499
Lexington Campus Children's and Shine Ministry Director Early Childhood Director Elementary Children's Director Middle School Ministry Director Student Ministry and High School Pastor	Zuleida Herba TBA Dom Bronico Taylor Graffum Jon Kim	o: 781-862-6499 o: 781-862-6499 o: 781-862-6499 o: 781-862-6499 o: 781-862-6499
Wilmington Campus Children's Ministry Director Student Ministry Pastor Middle School Ministry Director	Angela Rogers Adam Rowe Kate Fox-Fuller	o: 781-862-6499 x131 o: 781-862-6499 x137

Watertown Campus NextGen Ministry Director	La Nascimiento	o: 781-862-6499 x485
East Lexington Campus Campus Pastor Children's Ministry Director Student Ministry Director	Tom Lee Pauline Gee Akash Ahuja	o: 781-862-6499 o: 781-862-6499
Foxboro Campus Children's Ministry Director Student Ministry Director	Rita MacKinnon Blaire Telford	o: 781-862-6499 x180 o: 781-862-6499 X179

IV. Christian Conduct:

We expect our volunteers and staff to model behaviors consistent with the biblical truths we teach, including speech, not abusing alcohol or drugs, sexual morality, following the law, and respect for others. We also encourage staff and volunteers to maintain a standard of personal appearance/clothing that is modest.

V. Appropriate Physical Contact:

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused leader and the church. Therefore, all staff and volunteers must be very cautious in order to avoid doing anything that could be interpreted as inappropriate touching. Never touch a child or student on or near any region that is considered private or personal, unless changing diapers or assisting Nursery/Preschool children in the bathroom.

V.2 - Appropriate Contact in our Digital Space – COVID Edition

During the months of the pandemic of COVI-19 in the 2020-21 program year we want to be sure all adults and older students who are volunteering as leaders in the digital space follow appropriate guidelines as set by authorities. According to the FBI the following procedures should be followed when holding zoom meetings/classes/small groups with children/students.

1. Set up your zoom meeting as private
2. Use passwords for participants
3. Make sure host is notified when people join
4. Do not show your meeting ID# on social media

In addition, we require the following:

1. All volunteers will still be required to have an up-to-date CORI.
2. All zoom meetings will be led by 2 volunteer leaders whenever possible.
3. All leaders hosting a zoom session with children/students:
 - i. Will notify the director of their ministry of the time and day of the meeting.
 - ii. Will send an email to the parents to introduce themselves as the small group leader
 - iii. Will refrain from taking pictures or screenshots of their children/students
 - iv. When screen sharing, will close out all other windows on their computers.
 - v. Insist that children/students commit to being "present" in the meeting with video on
4. Send their director a brief email after every meeting, documenting who was present in the zoom and if there are any pastoral concerns of which the director/pastor should be aware.

VI. Supervision of Children & Younger Students (up through 13 years old)

A. Two-Volunteer Rule: Except where impossible, two qualified volunteers must be present with children up through age 13, **even when meeting virtually**. This means we avoid all situations where an adult may be alone with a child or a group of children. Our philosophy up through middle school is that we work with children in group settings at the church or in group events with multiple adults present. The only exception to this is for house groups where the hosts and small group leaders are present. Here are some further clarifications:

1. A high school student can be one of the two volunteers but should not serve alone with another high school student.
2. All rooms will have open doors or windows to ensure visibility. In the unlikely event that there is only one volunteer in the room, the following procedures should be followed:
 - a. If you are the only adult in a classroom with a group of children, please keep the curtains, blinds, and classroom doors open.
 - b. If you are the only adult in the classroom and there is only one child attending, please join a neighboring class.
3. No exceptions for last one in the car for drop offs from events or students group meetings. Middle school events are best to be scheduled as drop off and pick-up at the church by parents.

B. Minimum Age to Serve: Volunteers shall be of sufficient age and maturity to work effectively with the children in their charge. Qualified volunteers in the nursery and other children's programs shall be at least fourteen years of age. Staff may make exceptions to this guideline where they have expressly determined that a particular individual is suitable to serve as a helper/assistant. Helpers/assistants do not count in the two-volunteer rule.

C. Children and Student to Volunteer Ratios: To ensure safe and adequate care, the following ratios are recommended for scheduling (numbers are based on expected attendance and do not preclude the two-volunteer rule):

- Infants (birth through 12 months): 1 volunteer for every 3 or 4 children
- Toddlers (1-2-year-olds): 1 volunteer for every 4 to 6 children
- Preschoolers: 1 volunteer for every 6 to 8 children
- Elementary and Middle School: 1 volunteer for every 8 to 10 children and students

D. Bathroom Safeguards:

Ages (0-4 years old): If a child needs to go to the bathroom, (s)he must be escorted by one of the adult volunteers to the bathroom. (S)he may never go to the bathroom alone. The bathroom door must be left open approximately 18 inches when an adult is assisting a potty-training child. If a child does not require assistance, instruct the child to leave the door slightly ajar. Children should never be taken to a closed restroom by only one adult.

Ages (Kindergarten-8th Grade): If a child needs to go to the bathroom, s(he) must be escorted by a volunteer to the bathroom when the child is in Kindergarten through third grade. The volunteer should wait in the hallway and then walk back with the child. Volunteers should never enter a bathroom stall or single restroom with a child and close the door. "Group" trips to the bathroom and using the bathroom with multiple stalls is preferred. Fourth through Eighth graders are permitted to go without an escort at the teacher's discretion.

- E. Discipline:** The purpose of discipline with children and students is to maintain order in a manner consistent with the teaching of religious responsibility, respect and cooperation. No child or student shall be disciplined by the use of spanking, hitting, slapping, or any form of physical punishment. Verbal reprimands shall not include destructive criticism, insult or shouting. Staff, leaders and others helping in the classroom are encouraged to listen, communicate expectations of appropriate behavior, use time-outs or give alternate choices. If a child or student is disruptive, a leader from the class or a neighboring class may be sent to locate the Staff Director or the Coach. If neither is available, a parent should be contacted and brought to the room. Additional training on behavior management will be provided in departmental training.
- F. Identification:** Volunteers must wear ministry name tags when serving. This helps identify them as part of our team, which is important in ensuring security, as well as identifying trained people in case of emergencies.
- G. Evacuation:** In case of an evacuation need, volunteers will help to safely escort children and students to a pre-designated meeting area outside of the church. Each ministry room has a posted evacuation plan and map next to the door. The evacuation plans vary by room and age group, so volunteers should familiarize themselves with the plan prior to an emergency. During an evacuation, parents should meet you at the designated meeting area. Children should not be released to their parents until all children on the class roster are accounted for. If parents do arrive before you are at the meeting area, encourage them to walk with you to the destination.

VII. Supervision of Middle & High School Students (11 to 17 years old)

In addition to the above guidelines from [section VI](#) the following policies should be maintained.

- A. Avoid Being Alone with Opposite Sex.** Staff and volunteers should make every attempt to never be alone with a student of the opposite sex. This includes being in the same room with the door closed, being in a car, an isolated area of the church, etc. This is to protect the staff, the leader, the student and the church from the danger of false accusation and the appearance of evil. Discussions in open areas and within the site of others are fine. When you find yourself in a situation where you are going to be alone with a student of the opposite sex, immediately contact the Student Ministry Leader or the parent. Exceptions are counseling situations by a pastor or Community Care staff in the church office while other adults are nearby. (All doors must have windows or doors should be left open.) **Note:** If an adult volunteer or staff member seeks to meet alone with a member of the same sex, parental permission must be obtained.

- B. Overnights:** No child/minor student may participate in an organized Student Ministry overnight event unless s/he shall have provided the Student Ministry leader with written parental authorization to participate in the same. All official overnight trips require separate sleeping areas for both genders.

- C. Leader / Student Romantic Relationships:** No leader may have a romantic relationship with a student. If a leader and a student engage in a romantic relationship no matter how close they are in age, the leader will be removed from their position immediately. They may also be subject to prosecution.

VIII. Incident and Lost Child Reporting

- A. Incident Report:** Accidents sometimes happen, and when they do the church has a policy that requires anyone using the church facilities for any activity (sponsored by Grace Chapel or by an outside organization) to report to the staff member or ministry leader if a child or student is injured during a Children's or Student Ministry event on Grace Chapel properties or as a part of the ministry of Grace Chapel. A written Incident Report should be submitted as soon as possible and be signed by the parent/guardian when they are informed ([Appendix E](#)).
- B. Found Child Policy:** A found child is a child who is not in the care of the *Kidstown* staff and looks to be separated from his/her parents and typically under age 10. This child may be wandering an empty corridor, be in the middle of a crowd, or outside the building. The child may appear to be distressed from being separated from the family or is calling out for the mother or father. Whoever finds this child should follow the procedure outlined below under "Process".
- C. Lost Child Policy:** A lost child is a child who has become separated from his/her parent/guardian or run from a KT leader or SHINE buddy. As soon as possible, notice should be given to all available security personnel and staff with a description of the child – approximate age, gender, name, clothing, and area of the building last seen. All available personnel should proceed to their nearest exit to prevent the child from leaving the building while others begin to search the floors. As soon as the child is found he/she should be taken to the information center to be reunited with parent/guardian/leader. Then immediately notify all personnel that the child has been found and is safely reunited. If the child left the presence of a KT or SHINE leader, an incident report should be filed. No report is necessary if the child had been in the care of their own parent/guardian.

Process: Grace Chapel ministry staff and volunteer leaders will approach the child, make eye contact by getting down to the child's level, and ask the child if he/she is looking for the mother and/or father. If the child responds in the affirmative, then:

- Assure the child that you will help find the parents
- Take the child's hand and continue to give comfort
- Look around the area and wait to possible see if an adult comes forward
- After a reasonable amount of time, tell the child you will be taking him/her to a main location
- Bring the child to the Main Information Desk and alert security and the *Kidstown* team of your action.
- Wait with the child until the parents are located.

Follow-Up:

- Complete an Incident Form ([Appendix E](#)) and have Parent/Guardian Sign form.
- Report the incident to a staff member or ministry leader.

Appendix A: Safe Sanctuary Scriptures

"Be self-controlled and alert. Your enemy the devil prowls around like a roaring lion looking for someone to devour." 1 Peter 5:8

"So if you think you are standing firm, be careful that you don't fall!" 1 Corinthians 10:12

"But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, these are improper for God's holy people." Ephesians 5:3

"Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly." James 3:1

"Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity." 1 Timothy 5:1

Appendix B: Sources for Written Policy

1. Massachusetts Government web site to access child abuse definitions at:
http://www.mass.gov/Eeops/docs/chsb/cori_cert.pdf
2. Ministry Safe: www.ministrysafe.com
3. Reducing the Risk Program (Your Church Resources)
4. "Risk Management for Churches and Schools" (Your Church Resources)
5. Pastor's Law Library (Hammer)
6. All Saints Anglican Church (Amesbury, MA) "Stay Safe Policy"
7. Essex Alliance Church (Essex, VT) "Safe Place Program"
8. Life Point Church (Reisterstown, MD) Children's Ministry documents
9. Valley Community Baptist Church (Avon, CT) "Children's Ministry Team Handbook"
10. First Congregational Church of Ossipee, NH "Policy on Child Abuse and Neglect"
11. Hope Community Church, Newburyport, MA "Children & Youth Safety Policy"

Appendix C: Child Welfare Definitions of Abuse.

These definitions are provided from the Child Welfare website:

<http://www.childwelfare.gov/can/defining/>

- a. **Neglect** is failure to provide for a child's basic needs. These situations do not always mean a child is neglected. Sometimes cultural values, standards of care in the community, or poverty may be contributing factors, indicating the family is in need of information or assistance. When a family fails to use information and resources, and the child's health or safety is at risk, then child welfare intervention may be required. Neglect may be:
 - ii. Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision)
 - iii. Medical (e.g., failure to provide necessary medical or mental health treatment)
 - iv. Educational (e.g., failure to educate a child or attend to special education needs)
 - v. Emotional (e.g., inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs)

- b. **Physical abuse** is physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

- c. **Sexual abuse** includes activities by a parent or caretaker such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.

- d. **Emotional abuse** is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance. Emotional abuse is often difficult to prove and, therefore, child protective services may not be able to intervene without evidence of harm to the child. Emotional abuse is almost always present when other forms are identified.

Appendix D:

**Suspected Abuse Report Form
Grace Chapel, Inc., Lexington, Ma**

Date: _____

Name of child/student: _____ Age: _____

Phone: _____

Address: _____

Name of Parent or caretaker: _____

Name of person filing report: _____

Name of person receiving report: _____

Nature of suspected abuse (physical, sexual, emotional, neglect):

Indications of suspected abuse (including facts, physical signs and course of events where necessary):

Action taken (including date and time):

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept strictly confidential.

Print Name: _____ Print: _____

Signed: _____ Signed: _____

*Person Reporting
Authority*

Pastor/Director or Designated

Appendix E:

Incident Report

Grace Chapel Next Generation Ministry

To help us keep our facilities and procedures safe for everyone, please report incidents of injury, nearly avoided injury, maintenance needed to eliminate hazards, and lost child on this form.

Location: _____

Name of child/student: _____

Name of person completing form: _____

Description of incident:

Recommendation for avoiding recurrence or eliminating hazard:

Immediate action taken:

Volunteer Signature: _____ **Date:** _____

Printed Name: _____

Reported to Parent/Guardian: _____

Parent/Guardian Signature: _____



Grace Chapel Next Gen: Safety Policy Release

Authorization and Release of Liability

Please read and sign below.

I acknowledge that I have read the Children's and Student Ministry Safety Policy of Grace Chapel and agree to be bound by it.

I understand that a violation of this policy can result in my dismissal from my role. I hereby represent and warrant that the information contained in this application is correct and complete to the best of my knowledge. I authorize any references or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service. In consideration of the receipt and evaluation of this application by the church, I hereby release the organization with which I am applying to volunteer and all of directors, officers, employees, agents and volunteers or any other person or organization from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or family relating to the obtaining, communication and use of information about me or relating to this authorization on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.

I understand that the information contained in this application will be held confidential (except where otherwise noted) by the church staff and is correct to the best of my knowledge. I authorize any references or churches listed to give you any information they may have regarding my character and fitness to work with children and/or students.

Print Full Name: _____

Signature: _____ Date: _____

Please return completed and signed form to:

Grace Chapel
Attn: Next Generation Ministry
3 Militia Dr.
Lexington, MA 02421

Updated Sept. 2020

Appendix G (Complete if you are working with children ages Infant through 5th grade.)



Grace Chapel Children's Ministry
Application

This application is to be completed by everyone seeking to volunteer in the area of Children's Ministry and is for the purpose of helping Grace Chapel provide a safe and secure environment for children and students to participate in our programs and use our facilities.

Today's Date: _____ **Please list campus and circle the Ministry age you are interested to work with.**

Campus: _____ **Kidstown:** Early Childhood Elementary SHINE/Special Needs

General Information:

Name _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Church History:

Have you personally accepted Jesus Christ as your Lord and Savior and are you committed to having the character of Jesus live through you? **YES** **NO**

Briefly describe your Faith journey and what it means to you (use additional paper if necessary):

How long have you attended Grace Chapel? _____ Do you regularly attend worship at Grace Chapel? **YES** **NO**

In what areas of ministry do you currently participate/serve in?

List any previous work involving children and/or students. Please include name and address of organization and contact person email.
(use additional paper if necessary)

References: List two adults you have known for at least one year, who are not related to you and have a definite knowledge of your character and ability to work with children or students.

1. Someone from Grace Chapel (church staff member, ministry leader, small group leader):

Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

2. Someone from outside Grace Chapel (employer, social friend, neighbor):

Name _____ Relationship _____

Address _____ City _____ State _____ Zip _____

_____ Phone _____ Email _____

Personal Information:

Circle One: Single Married (Spouse's Name) _____

Do you have children? YES NO Names & Ages _____

Have you lived outside of Massachusetts in the last 5 years? If yes, please list all full addresses here:

Please list your gifts, abilities, and passions (i.e. music, teaching, etc.).

The questions listed below are to ensure a safe environment for our children and students. All information will be confidential. Answering "yes" may not necessarily preclude your involvement in Children's or Student Ministry.

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography, or any other addictions; or has anyone ever suggested that you may have a problem with any of the above? YES NO If yes, please explain

Have you ever been arrested, convicted, or pleaded guilty to a crime? YES NO If yes, please explain

Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing, or molesting any child? YES NO If yes, please explain

Is there any circumstance or pattern in your life that would compromise the integrity of Grace Chapel, Student Ministry, or Children's ministry? YES NO If yes, please explain

Would you like to meet with a pastor regarding any of the above circumstances? YES NO

Availability and Specific Area of Interest: Please circle the area you are interested in working in.

For which program time slot are you available/interested to serve in the ministry? _____

Kidstown Sunday Programs	1 st Hour AM	2 nd Hour AM	3 rd Hour PM (lex campus)	Other: _____
Paid Childcare Staff	Sun PM – GC@Nite	Tue AM – Women's Bible Study - LEX	Wed AM – Women's Bible Study - WIL	Thurs AM – Mom to Mom – LEX
Midweek Programs	Kids Week (Summer)	Other:		

**Please return completed application, CORI form and copy of government ID to:
Grace Chapel, Attn: Kidstown Supervisor, 3 Militia Drive, Lexington, MA 02421**



Grace Chapel Student Ministry Volunteer Application

Personal Information

**Thank you for taking the time to complete this application. We want you to know that the following information will be kept confidential and will only be shared with the appropriate ministerial staff.*

We are looking forward to knowing you!

Full Legal Name: _____

Name you prefer: _____ Gender: M _____ F _____

Email: _____

Address, City, Zip: _____

DOB: _____ Home Phone: _____ Cell Phone: _____

Occupation: _____ Employer: _____

Are you a Student? / If so, at which school? _____

Marital Status (please circle): Married Single Divorced

Spouse's Name: _____ Anniversary: _____

Children's Names and Ages:

In which area would you like to serve? Sunday AM Midweek House Group Special Events Other

How long have you attended Grace Chapel? _____

Are you a member of Grace Chapel? Yes No

Date of baptism: _____ Are you in a small group? Yes No

Have you completed: Alpha Roots GO/Kingdom Living

Please write a brief description of when and how you became a Christian:

Personal Information (Cont.)

**Due to the fact that this leadership position is in close contact with students, we need 3 non-family personal references. Please list 3 people that you have known for more than 2 years.*

#1 Name: _____ Primary Phone: _____

E-mail: _____ Relationship: _____

How long have you known this person? _____

#2 Name: _____ Primary Phone: _____

E-mail: _____ Relationship: _____

How long have you known this person? _____

#3 Name: _____ Primary Phone: _____

E-mail: _____ Relationship: _____

How long have you known this person? _____

**Your application is not complete until all references have been checked. If we have trouble getting in contact with your references this may slow down the interview process.*

Do you consider yourself to be a committed believer? How are you active in your walk with Christ?

What kind of accountability structure do you have in your life? (Small group, mentor, etc.)

Please describe any past ministry or church experience you have been involved in. What did you do and who was/is the leader?

List the date and activities of other ministry experiences here at Grace Chapel. Why do you want to serve in our ministry?

What do you like to do in your free time? Do you have any hobbies?

What We Believe

**An important part of serving in student ministries is that you understand and commit to our doctrinal beliefs here at Grace Chapel. Please initial that you agree with the points below.*

_____ **The Bible:** We believe that the Bible is the final authority in all matters pertaining to Christian faith and practice.

_____ **God:** We believe there is only one living and true God - perfect, infinite and eternal.

_____ **Humanity:** We believe that human beings were created by God but we have alienated ourselves from Him and we are in need of reconciliation.

_____ **Jesus Christ:** We believe that God became man in the person of Jesus Christ and that Jesus Christ is both completely divine and completely human.

_____ **Holy Spirit:** We believe that the Holy Spirit is the third person of the Trinity and that He empowers us for life and service.

_____ **Salvation:** We believe that through the gift of Jesus' death on the cross our rebellion can be forgiven, and through repentance and faith in Jesus Christ we can be reconciled to God.

_____ **The Church:** We believe that the Church is universal and that it is manifested locally through companies of Christ followers, meeting together as the "Bride of Christ."

_____ **Ordinances:** We believe that both Baptism and The Lord's Supper are visible signs of the realities of salvation. We are commanded to observe them, but we do not depend on them for salvation.

_____ **Last Things:** We believe that Christ will return at God's appointed time.

Lifestyle & Legalities

**In caring for students, we believe it is our responsibility to seek adult leaders that can provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. (Answering yes to any of these questions does not automatically disqualify you from volunteering in our ministry.)*

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography, or any other addictions; or has anyone ever suggested that you may have a problem with any of the above? Yes ___ No ___

If yes, please explain

Have you ever been arrested, convicted, or pleaded guilty to a crime? Yes ___ No ___

If yes, please explain

Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing, or molesting any child? Yes ___ No ___

If yes, please explain

Is there any circumstance or pattern in your life that would compromise the integrity of Grace Chapel or Student Ministry? Yes ___ No ___

If yes, please explain

Would you like to meet with a pastor regarding any of the above circumstances? Yes ___ No ___

If single or in a relationship, are you pursuing relationships that are honoring to God? Yes ___ No ___

Are you currently maintaining a personal blog, website, Instagram, Twitter or Facebook account? Yes ___ No ___

If yes, please provide addresses/URL/username:

Driving Information

Name: _____ Date: _____

Driver's License Number: _____ State of Issue: _____

Expiration Date: _____ Birthdate: _____

Do you have any restrictions on your driver's license? Yes ___ No ___

Do you have an insurance policy? Yes ___ No ___ Name of insurance carrier: _____

If yes, please describe:

Have you been involved in any motor vehicle accidents while driving during the past five years? Yes ___ No ___

If yes, please explain each accident on a separate sheet.

Have you ever been convicted of any moving violations during the past five years? Yes ___ No ___

If yes, please explain each conviction on a separate sheet.

You must be covered by your own auto insurance as Grace Chapel insurance does not cover you or your riders in the case of an accident.

Top Safety & Security

Our main priority is to protect our students. Our goal is to bring on leaders who have the same heart for our ministry. We ask that you initial next to each one, indicating that you understand and agree to comply.

_____ Never be alone with a student of the opposite sex

_____ No dating any students

_____ Limited time alone with students of the same sex

_____ No physical punishment/hazing, etc.

Volunteer Commitment

After praying, and discussing with my family the commitment involved with volunteering in Grace Chapel Student Ministries, I choose to commit to the following:

- ___ I acknowledge the Lordship of Jesus Christ in my life, and I have a personal relationship with God through faith in Christ.
- ___ I am committed to growing and maturing in my relationship with God through quiet times, active attendance at church, and involvement in accountability. I am committed to stop serving if, at any time, my personal spirituality becomes compromised.
- ___ I am committed to a lifestyle that is both godly and above reproach. I commit to making wise choices. I realize that my lifestyle and decisions are a model for students.
- ___ I am committed to attending the mandatory leader meetings throughout the year.
- ___ I will not post anything on my personal blog, website, or social media that would be damaging to the reputation of Grace Chapel Student Ministries.
- ___ I understand the philosophy of this ministry and agree with its purpose and commit to shepherding the students that God brings to me. I commit to rejecting divisive behavior. I commit to bringing my disagreements, concerns, or problems about the ministry to a Grace Chapel Student Ministries Staff Member without talking or gossiping to students, Grace Chapel Student Ministries volunteers, or church members.
- ___ Because I am making a significant commitment and my presence is important, I agree to be consistent and timely to the program(s) I commit myself to. I also agree to communicate with a Grace Chapel Student Ministries Staff Member if I will be absent.

I acknowledge that I have read the Student Ministries Handbook of Grace Chapel and agree to be bound by it.

I understand that a violation of this policy can result in my dismissal from my role. I hereby represent and warrant that the information contained in this application is correct and complete to the best of my knowledge. I authorize any references or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service. In consideration of the receipt and evaluation of this application by the church, I hereby release the organization with which I am applying to volunteer and all of directors, officers, employees, agents and volunteers or any other person or organization from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or family relating to the obtaining, communication and use of information about me or relating to this authorization on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.

I understand that the information contained in this application will be held confidential (except where otherwise noted) by the church staff and is correct to the best of my knowledge. I authorize any references or churches listed to give you any information they may have regarding my character and fitness to work with youth.

Print Full Name: _____

Signature: _____ Date: _____

For office use only: Applicant Checklist

• Name of Applicant: _____

TASK	DATE COMPLETED	STAFF SIGNATURE
○ Application Received		
○ Reference Checks		
○ Interview Date		
○ Member of Grace Chapel		
○ Nametag Issued		
○ Ministry Role Assigned		
○ Welcome email/video sent		
Add To: ○ Ministry List ○ Ministry Roster ○ Media: Facebook, Instagram, Text, Email, Newsletter, etc.		
○ Start Date		