



Calvary Lutheran Church
7620 Baker Blvd., Ft. Worth, TX 76118 (817)284-8724

WELCOME

Greetings!

We are thrilled that you are interested in volunteering in the Children, Youth and Family Ministry Department at Calvary Lutheran Church. In order to help assure the safety of our children and the integrity of our volunteers we have several policies for volunteering:

- You must be a member of Calvary Lutheran Church and have attended for at least six months. If you are transferring from another Lutheran church where you were an active member in good standing, you may volunteer prior to the end of a three month time period with the okay of the pastor and Director of Youth and Family Ministry and under their direct supervision.
- You must fill out an application to volunteer and have a criminal background check run. We realize that the packet is somewhat lengthy, but am sure that you will agree that our children are worth the time it will take
- If you would like to be considered as a driver for youth events you must also fill out a driver form

Updating information will occur as follows:

- Follow-up background checks will be run every three years. They will not be run as anniversary checks, but instead all re-checks for the year will be run in August or September of the school year in which they will expire.
- Approved drivers for Calvary Lutheran Church youth events will need to submit an updated agreement form each year.
- All approved bus drivers will submit to a Motor Vehicle Check on a yearly basis.

In order to help our volunteers grow in their ministry area, and to be equipped for a variety of situations, the following training will be offered each year. In addition, we will work to accommodate any requests for training.

- CPR, First Aid and AED
- Those working with children pre-school – 6th grade will have the opportunity to attend a one day training hosted by Group's Children's Ministry Team
- Those working with junior high and high school will have the opportunity to attend the CORE training event sponsored by Youth Specialties.

Thank you so much for your interest and willing to serve God and his children as part of the Children, Youth and Family Ministry Team at Calvary Lutheran Church. We look forward to working with you!

Sincerely,

Janelle Miller
Director of Youth and Family Ministry



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Paperwork Checklist

All potential Children, Youth and Family Ministry volunteers who submit an application to will need to complete and submit the following paperwork:

- Application to Volunteer
- Three Written Recommendation Forms (please sign each one and address it)
- Staff and Volunteer Code of Ethics
- Verify Background Verification Release Form
- Disqualifying Offenses
- Consent and Indemnification Form
- Driver Code of Ethics (if you want to be considered to drive youth to events)

This paperwork will be kept on file in a locked filing cabinet that only the pastors and Director of Youth and Family Ministry have access to. Background check information will be viewed, and either approved or disapproved. The actual background check will NOT be kept on file.

Volunteers will not be able to work directly with youth until they are approved, which includes receiving all written recommendation forms and background check.



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Children, Youth & Family Ministry Volunteer Application

This organization does not discriminate in the recruitment and placement of volunteers. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be kept confidential and reviewed carefully.

Date _____ Volunteer Position Desired _____

Name _____ Home Phone _____ Cell Phone _____

Home Address _____

How long at residence _____ DOB _____ Age: _____

What is your occupation? (Be specific) _____

Place of employment _____

How long? _____ Supervisor & Phone Number _____

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

(Please exclude a minor traffic violation for which the fine was less than \$200 and any offense settled in a Juvenile Court)

If yes, please explain _____

A conviction does not automatically mean you will not be able to volunteer within our program. What you were convicted of, the circumstances surrounding the conviction, how long ago the conviction was and other factors are important considerations in determining your eligibility. Give all the facts so a fair decision can be made. You may also be contacted in person to provide more information.

List other organizations you have volunteered with (if any)

Name of Organization	Volunteer Position	Supervisor / Phone Number

Describe any formal/informal training you have had in working with children/youth (workshops, clinics, degrees, etc...)

Why would you like to volunteer with the youth/children of Calvary Lutheran Church?

Children, Youth and Family Ministries:

What gifts can you bring to Calvary's Children, Youth and Family Ministry? _____

What area do you feel like you need additional training? _____

What age group would you most like to serve with?

- | | |
|---|--|
| <input type="checkbox"/> Preschool Sunday School | <input type="checkbox"/> Elementary Rotational Sunday School teacher (K-3) |
| <input type="checkbox"/> Elementary Rotational Sunday School teacher (4-6) | <input type="checkbox"/> Elementary Sunday School Shepherd (K-3) |
| <input type="checkbox"/> Elementary Sunday School Shepherd (4-6) | <input type="checkbox"/> Calvary Cadets (4-6 th grade) |
| <input type="checkbox"/> Confirmation (7 th & 8 th grade) | <input type="checkbox"/> High School |
| <input type="checkbox"/> Milestone Ministry | <input type="checkbox"/> Wednesday Night Children's Program |

In which capacities are you comfortable serving?

- | | | |
|---|--|---|
| <input type="checkbox"/> teaching Sunday School | <input type="checkbox"/> substitute SS teacher | <input type="checkbox"/> Christmas program helper |
| <input type="checkbox"/> Easter program helper | <input type="checkbox"/> publications / mailings | <input type="checkbox"/> making phone calls |
| <input type="checkbox"/> giving devotional messages | <input type="checkbox"/> planning and serving food | <input type="checkbox"/> sports/recreation (in FLC) |
| <input type="checkbox"/> chaperoning planned youth group events | <input type="checkbox"/> planning youth group events | <input type="checkbox"/> arts / crafts |
| <input type="checkbox"/> leading small group Bible Study | <input type="checkbox"/> leading whole group Bible Study | |

I am able to make a weekly every other week six week monthly other *time commitment*.

Do you have CPR certification? _____ Are you willing to get it? _____

Do you have First Aid training? _____ Are you willing to get it? _____

References: They will be contacted in writing. Please fill out the address portion of the reference check forms and sign them.

Name	Addresses	Relationship

I hereby certify that all answers given by me on this application are true. I authorize Calvary Lutheran Church to write or telephone my references and I release Calvary Lutheran Church from liability based upon such release.

Signature

Date

Please return application to:
Janelle Miller, Director of Youth & Family Ministries
Calvary Lutheran Church
7620 Baker Blvd
Ft. Worth, TX 76118



Calvary Lutheran Church

7620 Baker Blvd., Ft. Worth, TX 76118 (817)284-8724

Thank you for taking the time to be a reference for me. It is with my knowledge and consent that Calvary Lutheran Church obtains this reference on my behalf.

_____ (signature / date)

Dear _____,

We would like to request your help in our endeavor to safeguard the children entrusted to our care at Calvary Lutheran Church and to also safeguard the reputation of our teachers and volunteers. _____ has given you as a reference as she/he has accepted our invitation to serve in our Children's or Youth ministry. We would appreciate if you would take a moment to answer the following questions:

1. How long have you known the applicant? _____
2. In what capacity have you known the applicant? _____
3. How would you rate the applicant's ability to work with and relate to other adults?
 Exceptional Above Satisfactory Satisfactory Not Satisfactory
4. How would you rate the applicant's ability to work with and relate to children and/or youth?
 Exceptional Above Satisfactory Satisfactory Not Satisfactory
 - a) Can you give me an example of how the applicant relates to children? _____
 - b) With what types of children have you observed the applicant working well? (enjoying the work and being effective) _____
 - c) With what types of children have you observed the applicant become frustrated? _____
5. How would you rate the applicant's ability to use good judgment in normal conditions?
 Exceptional Above Satisfactory Satisfactory Not Satisfactory
6. How would you rate the applicant's ability to use good judgment in stressful conditions?
 Exceptional Above Satisfactory Satisfactory Not Satisfactory
7. Are you aware of any reason we should not allow this applicant to work with children?

Date _____ Name _____ Signature _____

____ Please mark here if you wish to discuss any answers in confidence, and I will call you.

Thank you for helping us to maintain a strong program for our children.

In His service,

Janelle Miller, Director of Youth and Family Ministries
Calvary Lutheran Church



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Janelle Miller, Director of Youth and Family Ministries
Calvary Lutheran Church



Consent and Indemnification Form

I hereby give my permission for Calvary Lutheran Church of Ft. Worth, TX to obtain information relating to my criminal history record through the Volunteer Centers of Dallas and Tarrant County. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position within this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated.

I, the undersigned, give permission for Calvary Lutheran Church to conduct a written or verbal check of the references I have provided on the application form. I understand that these are confidential and will not be shared with me.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify and hold Calvary Lutheran Church and The Volunteer Centers of Dallas and Tarrant County and each of the officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, (including claims for negligence, gross negligence and/or strict liability of the Volunteer Centers of Dallas and Tarrant County) and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Applicant's Signature & Date

Please Print Name

Parent/Guardian Signature & Date
(if applicant is a minor)



CALVARY LUTHERAN CHURCH
 7620 Baker Blvd, Richland Hills, TX 76118
 (817)284-8724

VERIFYI
 Background Verification Release

AGENCY INFORMATION

Date	Agency Name CALVARY LUTHERAN CHURCH		
Contact Name PHIL HEINZE OR JANELLE MILLER			
Agency's Main Phone Number 817-284-8724		Agency's Fax Number 817-284-0860	

APPLICANT INFORMATION:

Applicant Full Name (Last, First, MI)			Maiden or Other Name(s) Used	
Current Address				
City		State	Zip Code	County
Social Security Number	Date of Birth	Driver's License Number		State Issued
Position Applied For				
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Race <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		

I hereby authorize VERIFYI and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VeriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

 Applicant's Signature

 Date

 Applicant's Printed Name

 Parent/Guardian's Signature
 (if under 18 years of age)



Disqualifying Offenses

In recognition of the increasing incidents of crimes against children by volunteers of organizations to which children belong, Calvary Lutheran Church has determined that certain individuals should be disqualified from participating with the youth in our programs. Calvary Lutheran Church reserves the right to disqualify any applicant who has ever been convicted of any disqualifying offense, been on probation or received deferred adjudication for any disqualifying offense, or has presently pending any criminal charges of any disqualifying offense before a determination of guilt is made, including any person who is presently on deferred adjudication.

A. Automatic disqualifying offenses are as follows:

- Sex related offenses, child related offenses, murder, felony burglary/robbery offenses

These would result in automatic disqualification regardless of the existence of any extenuating circumstances.

B. All other offenses not described above may result in disqualification in the discretion of the Calvary Lutheran Church Pastor and Director of Youth and Family Ministry. Determining factors of disqualification would include the following:

- The nature, severity and recurrence of the criminal conduct
- The length of time since the criminal conduct occurred
- The age of the applicant at the time of the criminal conduct
- Personal references
- Job history
- Standing in the community
- Other factors the pastor, director, or council may deem appropriate under the circumstances

Acknowledgements

(Please initial)

_____ I understand that, if the responsibilities I am assuming involve contact and/or interaction with minors, a condition for accepting the responsibilities is that I am not one who has ever, or currently abuses minors, including, but not limited to abusing them sexually.

_____ I understand that, if the responsibilities I am assuming involve contact and / or interaction with minors, a condition for accepting the responsibilities is that I do not have a paraphillic diagnosis (eg. Pedophilia, exhibitionism, voyeurism.)

_____ Signature _____ Date



Staff and Volunteer Code of Ethics

- Staff/Volunteers will demonstrate Christian love in word and action.
- Staff/Volunteers will maintain confidentiality.
- Staff/Volunteers will report any suspected abuse or neglect of a child to the Child Protective Services of the Texas Department of Protective and Regulatory Services.
- Staff/Volunteers will, at all times, portray a positive role model for children and youth by demonstrating respect, loyalty, patience, courtesy, tact, and maturity.
- Staff/Volunteers will not leave a child unsupervised.
- Staff/Volunteers will not verbally, physically, emotionally, or sexually abuse a child.
- Staff/Volunteers will not speak degradingly about children/youth, parents, or other youth and family ministry volunteers. Frustrations can be vented to the Pastor or Director of Youth & Family Ministries.
- Staff/Volunteers will not display intimate affection towards each other in the presence of children, youth or parents.
- Staff/Volunteers will strive to not be one on one with a child. If in a one on one crisis intervention situation, the Director of Youth and Family Ministry and/or Pastor will be notified. One on one crisis intervention should occur in a public place if possible.

Staff/Volunteer

Date



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Driver Code of Ethics

The safety of Calvary's children and youth is first and foremost at all times, especially when transportation is involved. All drivers for Calvary Lutheran Church must be an approved volunteer and in addition, will sign this informational form and code of ethics. All Youth and Family Ministry drivers for the 25 passenger church bus also will submit to a Motor Vehicle Department background check on a yearly basis. I understand that all drivers must be at least 24 years of age and carry liability insurance.

_____ I have a CDL license with a passenger endorsement and am willing to drive the church bus.

_____ I am willing to drive my personal vehicle to youth events.

Name _____

DL # _____ Class _____ Expiration Date _____

Insurance Carrier _____ Policy # _____

Vehicle _____ # of seatbelts _____

_____ Number of tickets you have received (regardless of how they were handled) in the past 12 months.

Nature of tickets _____

_____ Number of accidents in the past 12 months.

Nature of accidents _____

Driver Code of Ethics

I agree to follow all laws, including but not limited to, speed limit laws.

I agree to stop at all Railroad Crossings to do a visual check for trains.

I agree to abstain from alcohol 24 prior to driving for a youth event.

I agree to utilize seat belts and to only transport the number of children that I can buckle up.

I agree to only use a cell phone if absolutely necessary and with a hands free device.

I understand that if I am to be an approved driver of the 25 passenger church bus I will submit to an addition motor vehicle check, and that it will be renewed on yearly basis.

_____ Signature _____ Date