

CONFIDENTIAL

PRIMARY SCREENING FORM FOR WORKERS WITH CHILDREN OR YOUTH

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision of minors. It is being used to help the church provide a safe and secure environment for children and youth who participate in our programs and use our facilities.

Personal

Last name _____ First name _____ Middle Initial _____

Present Address _____

City _____ State _____ Zip _____ Date _____

Email _____

Church

Are you a member of Twelfth Avenue Baptist Church? Yes No

Are you a member of another church? Yes No If yes, which church? _____

Church History

■ Church Name _____

City/State _____

Dates attended _____ Church phone (____) _____

Type of work involving children _____

■ Church Name _____

City/State _____

Dates attended _____ Church phone (____) _____

Type of work involving children _____

For office use only		
Application approved	Date _____	Initials _____
Background check initiated	Date _____	Initials _____
Background check approved	Date _____	Initials _____

TWELFTH AVENUE BAPTIST CHURCH, EMPORIA, KANSAS

References (not relatives)

Name	Address	City/State/Zip	Phone
_____	_____	_____	_____
_____	_____	_____	_____

List all previous **non-church** work involving children. Attach additional sheet if necessary.

Organization	Address	City/State/Zip	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Twelfth Avenue Volunteer Covenant

Having committed to the ministry of service and the habits essential for spiritual maturity, I commit to:

- Contribute cheerfully and regularly to the support of the ministry, program or function.
- Support the doctrine and core values of TABC.
- Be loyal to our pastors and deacons and their leadership.
- Support the overall ministry by praying for all those involved (children, families, volunteers, teachers)
- Pursue a personal relationship with Jesus through personal reading of God's word and prayer.
- Make it a priority to attend all meetings and events held by my team/ministry.
- Be just in my dealings, faithful in my engagements, and model Christ-like behavior in my personal and professional life.
- Cooperate with other ministries and place the greater good of the whole body over the needs of my ministry.

Applicant Statement (Please read and initial each statement)

_____ The information contained in this application is correct to the best of my knowledge.

_____ I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children.

_____ I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice.

_____ I waive any right I may have to inspect references provided on my behalf.

_____ I have carefully read the applicant statement. I sign this statement as my own free act.

I understand that the personal information will be held confidential by the professional church staff.

Applicant's signature _____ Date _____

STATEMENT OF FAITH FOR VOLUNTEERS

Thank you for your willingness to minister at Twelfth Avenue Baptist Church as a children's ministry volunteer. We ask that you read, consider and then sign to indicate your agreement with the following statement of faith.

GOD

There is one and only one living and true God. God as Father reigns with providential care over His universe, His creatures, and the history of the world. Jesus is the only Son of God. (*John 3:16*), the second person of the Trinity, who was sent by God the Father to die for the sins of the world, and He was raised on the third day. The Holy Spirit is the Spirit of God who lives in every believer to transform him or her into the likeness of Christ (*Ephesians 1:13-14*).

THE BIBLE

The Holy Bible is God's inspired, written word that is complete and correct, in which there are no errors (*2 Timothy 3:16*). The Bible is the revelation of God's purposes in history and salvation through His Son, Jesus Christ, and is the disciple's normative guide for daily living.

SALVATION

All people have sinned and fallen short of the standard of God (*Romans 3:23*). The earnings (wage) of this sin is eternal death (*Romans 6:23*). But Christ, because He loved us, made a way for us to avoid this death (*Romans 5:8*). If we confess with our mouths and believe in our hearts that Jesus was the Son of God and died and rose again for our sins, we can be saved (*Romans 10:9*). We can be sure that we are saved by the promise of God (*1 John 5:13*), the witness of our hearts (*Romans 8:16*), and our changed lives (*2 Corinthians 5:17*). Salvation is from God and by God, not by any works that people can do (*Ephesians 2:8-9*).

THE CHURCH

The church is the visible presence of Christ in the world today, and it is the Body of Christ (*Ephesians 1:22-23*). The church is composed of freely gathered baptized followers of Christ who share one Lord, one faith, one baptism: (*Ephesians 4:5*). The church is not a place but people. The purpose of the church is to glorify Christ by worshipping Him, by proclaiming Christ as the Lord and Savior in words and actions, and by equipping and building up His body, the Church.

BELIEVERS

Each follower of Christ is called to be a witness in the world (*Acts 1:8*) and to make other disciples (*Matthew 28:19-20*). Each disciple has a place of ministry within the Body of Christ. God has gifted each believer with at least one spiritual gift for the purpose of building up the body and carrying out God's mission in his or her life. (*Romans 12:3-8, 1 Corinthians 12, Ephesians 4:11-13*).

I have read the above statement of faith and am in full and unreserved agreement with it.

signature

date



Twelfth Avenue Baptist Church, Emporia, Kansas

**Background Check Information Form
RELEASE OF INFORMATION
Please fill out the form completely**

- I will do my own background check online.
IF SO, PLEASE CONTACT THE CHURCH OFFICE AT 620-342-8830 FOR A LINK.
- I would like Twelfth Avenue Baptist Church to do my background check.
IF SO, PLEASE COMPLETE THE INFORMATION BELOW BY PRINTING IN INK.

Type text here

Print First Name _____ Print Middle Name _____

Print Last Name _____

Print Maiden and married names, nicknames or other names used: (N/A if no other names used)

DOB *(required)* _____ Social Security # *(required)* _____

Driver's License Number *(required)* _____ State Issued _____

Gender ____ Male ____ Female Race _____

Current Address _____

Other cities of residence in the State of Kansas _____

Have you lived in any other states besides Kansas? ____ Yes ____ No

If yes, please list the state(s) and the dates of residence:

State	County	Dates of Residence
_____	_____	_____
_____	_____	_____

Home Phone _____ Cell Phone _____

Email *(required)* _____

Signature _____ Date _____

Please contact the church office at (620) 342-8830 if you have questions about this form or the results from the background check. All information remains confidential.



TABC

Guidelines for Volunteers Working with Children & Youth

We appreciate you investing in the lives of our children and youth at Twelfth Avenue Baptist Church! These guidelines are to be followed for any children or youth event sponsored by TABC. This includes on campus as well as off campus activities. These guidelines are for the protection of the children and youth that we serve, as well as each of our volunteers.

2 PERSON RULE

In Children's Ministry (Preschool-6th grade) at least 2 volunteers are required to be in each room containing students, one of whom must be an adult. For this age group, one of these volunteers may be a high schooler. High schoolers are never allowed to be alone (without an adult) in a room with children. In rare cases, when one teacher must leave the room, please leave the door to the room open. In Youth Ministry (7-12th grade) one adult volunteer may be in the room with students as long as there are at least 2 students present and the door remains open.

ROOMS

Doors to rooms must be unlocked and windows on doors must remain uncovered when students of any age are inside with volunteers.

BATHROOM PROCEDURE

We ask that our volunteers never enter the bathroom alone with a child. Always stand out in the hall and wait for them. If a Preschool-aged child needs help, please stand at the door way with the door open. If a child needs help with zippers or wiping, keep your body outside of the stall as you help them, and always make sure another volunteer within view is in the room as well.

LAP SITTING

Please avoid allowing students over the age of 3 to be on your lap. If a child initiates sitting on your lap, do your best to move them to your knee or to the side.

HUGGING

Hugs should not be initiated by adults. Only hug a child/youth that initiates the contact. Do not give a full body hug, but keep distance between your bodies during the hug, or give a side hug. High fives are a good alternative to hugs for children/youth. Extended tickling, hugging, or prolonged physical contact of any kind with a child/youth is not appropriate.

CARS/DRIVING

Children/youth are never to be alone in a parked car with a volunteer, not even in the church parking lot. Ideally, volunteers will not give rides to students/children, unless 1) multiple students are in the car at all times and 2) it has been approved by their parents/guardians.

Please see reverse side for details on appropriate/inappropriate interactions



TABC

Guidelines for Volunteers Working with Children & Youth

APPROPRIATE INTERACTION

- Brief side hugs
- Pats on the shoulder or back
- Handshakes
- High fives or fist bumps
- Verbal praise
- Arm around shoulder
- Holding hands with small children while walking
- Sitting beside small children
- Kneeling or bending down to receive hugs from small children
- Holding hands during prayer

INAPPROPRIATE INTERACTION

- Lengthy or full body hugs
- Kisses
- Holding children over the age of 3 on your lap
- Touching bottoms, chests, or genital areas at any time other than diaper changing
- Occupying a bed/mat with youth/child
- Touching knees of youth/children
- Wrestling with youth/children
- Any type of massage given to or received by a youth/child
- Any form of unwanted affection
- Compliments or comments (texts, social media comments, etc.) that relate to physique or body development
- Any kind of playful touching of underwear or bras (wedgies, bra snapping, etc.)
- Giving money or gifts to specific children/youth



Twelfth Avenue Baptist Church

Thank you for volunteering to serve our students in Children's Ministry! Our hope is to clearly define our mission, so that you can easily understand your role in helping us to accomplish it. Clarity is a high value for us, and we believe that if we can clearly communicate our "Why" to you, then you can more easily communicate what it means to follow Jesus to our students.

So . . . **WHY** are we here? For this goal: We aim to partner with families to raise the next generation for Christ. Together, alongside parents, we believe we are training our students to grow up to be resilient disciples of Jesus!

It is important that you understand your role in our ministry. We are not asking you to have all the answers, lead large numbers of students to Christ, or teach the lesson perfectly in your class every time. We are asking that you 1) point your students to God through the reading of His Word, 2) give your students a safe space and opportunity to share their concerns, questions, and hurts, and 3) ensure that they leave your class every week with a concrete understanding of God's love for them. If we can accomplish those three things every week, we will have done our jobs very well!

Our goal is that in doing these things, we will train up kingdom-minded disciples who understand the importance of a relationship with Christ, time spent in community with other believers, and living on mission.

We ask our volunteers to be FAT: faithful, available, and teachable. By volunteering with us, you are agreeing to be faithful to our mission, available to our students, and teachable to our leadership.

If you are in agreement with everything on this form, please sign below.

Volunteer Name

Date