

# Volunteer Procedures & Policies for Working with Youth & Children

## First Baptist Church

### Volunteer Selection and Training

1. Prior to serving, all volunteers will complete a volunteer application. The application will include questions about the individual's reasons for wanting to work with youth or children. It will also include 2 references which will be contacted if the volunteer has not been an active participant at First Baptist for at least 2 years and may be contacted either way. This application will be reviewed by the staff overseeing the area of ministry and will be considered when choosing volunteers.
2. Prior to serving, all volunteers will be background checked and approved to work with children and youth by the staff member overseeing the area of ministry. Adults convicted of sexually or physically abusing a child will not be accepted for volunteer positions.
3. Prior to serving, all volunteers will sign the Safety Policies for Volunteers agreement form.
4. Staff must receive written or verbal permission from the parents/legal guardians from any youth volunteers wishing to serve with children or infants.
5. Prior to serving, all Volunteers will be trained in the following areas:
  1. Appropriate boundaries & relationships with children & youth
  2. Emergency or bodily injury incident procedures and reporting
  3. Reporting procedures when a volunteer is suspected of being in violation of the Policies for Volunteers when ministering to youth and children.
6. During their time of serving, *youth ministry* Volunteers will be trained in the following areas:
  - a. Contact work
  - b. Small Group leading
  - c. Crisis intervention
7. During their time of serving, *children's ministry* Volunteers will be trained in the following areas:
  - a. Small Group leading
  - b. Crisis intervention

### Safety Policies for Volunteers

1. First Baptist Youth and Children Volunteers shall be background checked and be approved to work with children and youth by the staff overseeing the area of ministry
2. First Baptist Youth and Children Volunteers should not put themselves in a situation where something unethical could happen; where conduct could be perceived inappropriate; where they could be accused of unethical behavior, or where affections toward someone could be perceived as an unethical incident.
3. Volunteers may not be alone with a student of the opposite gender. This includes but is not limited to the church building, vehicles, restaurants, and any private residence.

4. Volunteers must use appropriate language in all emails, voicemails, text messages, cards or letters to students and should always choose the most public option appropriate when communicating with students.
5. Volunteers may not show improper affection or relationship toward any student or adult.
6. Volunteers will sign and turn in the following agreement to the staff member overseeing the area of ministry:

I agree to adhere to the above rules of conduct. If I suspect a fellow volunteer to be in violation of the above, I will take immediate action by reporting to the staff overseeing the area of ministry. If I suspect the staff overseeing the ministry of being in violation of the above, I will report to the senior pastor and/or a board member.

### **Response to Allegations**

1. All allegations of incidents involving improper touching, physical abuse, or sexual abuse of an infant, child or youth must be immediately brought to the attention of the staff member overseeing the area of ministry, except if the alleged perpetrator is within this reporting chain, that person shall be bypassed and a report made to another individual in the reporting chain.
2. All allegations of an inappropriate relationship being formed between volunteer and students shall immediately be brought to the attention of the staff member overseeing the area of ministry, except if the alleged perpetrator is within this reporting chain, that person shall be bypassed and a report made to another individual in the reporting chain.
3. If an incident is reported to a staff member, they shall see to it that proper notification is made to the following: senior pastor of First Baptist, parents/guardian, legal and social welfare authorities as may be mandated by state law, and the insurance company.
4. All allegations of sexual misconduct should be fully and fairly investigated and corrective and/or disciplinary action taken as warranted. While investigation is underway, the volunteer shall not be permitted to work with infants, children or youth.
5. The church will cooperate with the proper authorities regarding any investigation of its volunteers.

**Application for Working with Youth & Children**  
**First Baptist Church**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Indicate areas in which you are interested:**

- Child small group leader**                       **Youth small group leader**  
 **Other:** \_\_\_\_\_

**Please share reasons why you desire to serve in that area of ministry:**

**List factors that you believe prepare you for the volunteer position:**

**List all child/youth work you have been involved in on either a paid or volunteer basis either current or in the past (list dates if in the past):**

**Please share when and how you came to a relationship in Jesus Christ as your personal Lord and Savior:**

**(continued)**

**References:**

*At least one reference should be a member of First Baptist Church*

**Reference 1:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reference 2:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you have any training/certification in first aid or CPR?  Yes  No

Date of last certificate issued: \_\_\_\_\_

Do you have a valid drivers license with a clear driving record?  Yes  No

Have you ever been convicted or pleaded guilty of a criminal offense against a person?  No  Yes

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

I authorize any references listed in this application to give you any information, including opinions that they may have regarding my character and fitness for children or youth work. The information contained in this application is current and accurate to the best of my knowledge.

Name (print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Safety Policies for Volunteers who work with Youth & Children

(To be signed and returned to the overseeing staff member)

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Name: (print) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_