

Albion Free Methodist Church
Level 1 Application
for Current and Prospective AFMC Volunteers

As part of our effort to maintain a safe environment and to ensure the safety of all who work, worship, and/or participate in activities here at Albion Free Methodist Church, you are being asked to cooperate with our policies and, if over 18, authorize a Volunteer Background Check.

For adults age 18 and over:

A volunteer background check is merely for the purpose of establishing that you do not have a criminal record that would indicate you pose a threat to others. Please be assured that all information received through this process will be accessed only by authorized personnel. The background check does not include any inquiry into your immigration status, but may include (but is not limited to) the following: sexual offenses, violent crimes, drug/alcohol offenses, domestic violence and child abuse and neglect.

Along with this letter is the Volunteer Background Check Disclosure and Authorization form, which you are asked to complete and sign. If you know of any situations which may be revealed by this background check, we would appreciate your honest disclosure and explanation in writing on the back of this form.

For all teen and adult applicants:

Your signature on this form will be accepted as your agreement to comply with our Volunteer Covenant, and with the Policy on Sexual Misconduct of the Genesis Conference. Any service or ministry in, or associated with, the Albion Free Methodist church is contingent on your compliance.

Thank you for your cooperation!

Personal Data:

Legal Name: _____

Date of Birth: _____ Social Security # _____

Address: _____ Home Phone: _____

City/Town: _____ State: _____ Zip Code: _____

Other Phone Numbers and email address: _____

Marital Status: Married Single Divorced Separated Widow(er)

Do you have a valid driver's license? Yes No State? _____ ID# _____

Non-Driver's License ID # _____

Maiden Name, or Aliases and dates of use:

Previous Addresses (Past 10 years)

AFMC Volunteer Covenant

We truly appreciate your willingness to serve in our church. Your time, talent, and efforts, are valuable to us, and will be a blessing to others as you minister in and among the body of Christ. It is our prayer that each of us would grow more to be like Christ, as we Worship, Minister, Fellowship with each other and Reach out to the lost.

Because this is our goal, and in keeping with our belief that our words, actions, and attitudes need to be in accordance with the Scriptures, we will expect that those who serve in our facilities in any capacity, or in any program, will adhere to a minimum standard of speech and behavior. Based on the teaching of the Bible in general, specifically the letters of the apostle Paul (e.g. Ephesians 5:1-33, Colossians 3, I Thessalonians 4:1-8), and on our Free Methodist Book of Discipline 2003, p. 66, paragraph “B”, and p. 23 PP 158, we request that while volunteering in our church you agree to the following while on church property and/or during a church function:

1. Refrain from “sexual immorality”: This includes, but is not limited to, any sexual activity outside a marriage relationship, innuendos, hints or references, coarse joking, or viewing pornographic material in any form
2. Refuse to participate in gossip, untruth, or dishonest gain.
3. Refrain from any consumption of alcohol, tobacco, or illegal drugs, or participate in any church activity while under their influence
4. Show respectful submission to fellow-workers, and those in authority
5. If married, maintain with love, honor, and respect, your marriage covenant and family responsibilities

Signature

Date

Parents Signature*if under age 18

Date

Witness

Date

*Parents: Your signature on your teens’ application is an acknowledgement of their agreement to comply with the AFMC Volunteer Covenant, and by so signing you are attesting that you know of no reason why your teen should not be allowed to serve in a ministry capacity with children, and that you will support the Safety and Security policies of the Albion Free Methodist Church.

Albion Free Methodist Church
Level II Application Form
Church Employees, Leadership, Nursery, Children & Youth Workers

This form is to be completed by any applicant seeking a volunteer or paid position within the Albion Free Methodist Church's Nursery, Children's and Youth Ministries, paid employees, and/or anyone in official leadership capacity. Your cooperation will assist us in our efforts to provide a safe and secure environment for you as well as the children and youth who participate in our ministry programs and use our facilities. We recognize that this form is extensive, but we ask for your patience in completing the form in its entirety. Through this process you will learn valuable information to make your transition into ministry easier. We hope you will continue on and complete the application including your References' information. *(Please note: applicants for **Youth Ministry Positions** will also be required to complete a separate Youth Team Application).*

Safe & Secure: Child & Youth Maltreatment Prevention:
Purpose and Policy

Purpose

Our Purpose is to develop and implement policies and/or procedures which will provide for a safe and secure environment for children, youth and adults, and will ensure intervention if abuse or neglect is suspected within the church setting and/or among our members and guests.

Policy

In cooperation with the Genesee Conference of the Free Methodist Church, The Albion Free Methodist Church has implemented a "Safe & Secure" Program of safety protocols and supervisory policies. This Program will include the 4 components of the "Reducing the Risk" curriculum, published by Church Law and Tax Report: Screening, Supervision, Reporting, and Responding. These components will become part of our annual leadership development, implemented through ongoing training of volunteers, and incorporated into Membership instruction.

Personnel Screening Procedures

- All workers with children/youth are required to attend the church's training programs on abuse (given annually)
- All personnel, both volunteer and paid employees working with children shall fill out the Screening form for Children's Workers. Only authorized staff will review the forms, contact References, and conduct personal interviews. All forms will be kept in a secure location.
- All department heads and teachers of children should be members and/or have been attendees for at least six months. Exception may be made for college students who are members in good standing of another church.
- The leadership of the church will decide where, and in what circumstances volunteers may serve, in keeping with our ultimate and most important goal - the safety of our children.

Please Print

Personal Data:

Legal Name: _____

Date of Birth: _____ Social Security # _____

Address: _____ Home Phone: _____

City/Town: _____ State: _____ Zip Code: _____

Other Phone Numbers and email address: _____

Marital Status: Married Single Divorced Separated Widow(er)

Do you have a valid driver's license? Yes No State? _____ ID# _____

Non-Driver's License ID # _____

Maiden Name, or Aliases and dates of use:

Previous Addresses (Past 10 years)

Spiritual Journey:

How long have you attended AFMC? _____ Are you a member of AFMC? Yes No

If not, are you willing to attend membership instruction/orientation classes? Yes No

Do you attend regularly? (two or more Worship services a month)? Yes No

Have you been baptized? Yes No

In a brief paragraph, please outline your spiritual journey, including when you received Christ as Savior: _____

What do you do on a consistent basis to keep yourself spiritually fresh and authentic?

Have you taken any courses or received any training that would equip you for Christian ministry? If so, please list.

Please tell us about some of your interests, hobbies, abilities, and talents:

Ministry History:

Please list the churches you have attended in which you have participated within the last five years.

Name: _____
Address: _____ Phone: _____
Dates Attended: _____

Name: _____
Address: _____ Phone: _____
Dates Attended: _____

Name: _____
Address: _____ Phone: _____
Dates Attended: _____

Please list present and previous ministry experience: include Pastor or Ministry Supervisor and Phone Number:

1. _____

 2. _____

 3. _____

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Legal History:

Please fully explain where a “Yes” answer is given to any of the following questions including any and all relevant information, appropriately including but not limited to: dates, nature, description of the circumstances, and the names and addresses of persons/agencies/courts involved.

1. Have you ever been arrested? (i.e. a felony or misdemeanor, not simple traffic violations)?

No Yes - Please Explain:

2. Have you ever been charged with, or party to, a lawsuit involving a sexual offense, a violent crime, a drug or alcohol- related incident, or an offense against a child(ren)? No Yes – Please Explain:

3. Have you ever been involved with the issuance of an Order of Protection, either filed against or by, you? No Yes - Please Explain:

4. Have you ever been reported, or an allegation made against you to an agency or public entity (e.g. child protection, law enforcement, any court, Equal Opportunity Commission, etc.) relating to child abuse or neglect, or any sexual or immoral behavior on conduct relating to adults or children?

No Yes - Please Explain:

5. Have you had any painful experience (personal abuse in any form) that has better equipped you, or may hinder you from a productive ministry? No Yes - Please Explain:

6. Have you ever been the subject to a complaint, investigation, and/or disciplinary proceeding by a church or other religious organization for any reason, or by any other entity in relation to a license, certificate or occupation? No Yes -- Please Explain:

Personal References: *(Not Relatives, please)*

1. Name: _____
Address: _____

Phone/email: _____
Relationship: _____

2. Name: _____
Address: _____

Phone/email: _____
Relationship: _____

3. Name: _____
Address: _____

Phone/email: _____
Relationship: _____

Applicant's Statement & Affirmation
Disclosure and Authorization for Background Check
(to accompany Level I and Level II Applications)

The responses I have provided in completing this Screening Form are complete, truthful and accurate to the best of my knowledge.

I hereby authorize the *Albion Free Methodist Church* and its agents to make inquiries in connection with the information I have provided on this application, including but not limited to a criminal records check, employment and education addresses, criminal and civil history records, and any other information bearing on my character, general reputation, and trustworthiness which may have a bearing on my qualifications for employment or volunteer service with the Church.

I further authorize all persons associated with me, whether social or professional, including churches, employers, firms, agencies, organizations, etc. to release and deliver to the *Albion Free Methodist Church* and its representatives any and all records, documents, information and/or opinions related to me.

In consideration of the receipt and evaluation of this application form by the *Albion Free Methodist Church*, I hereby release said Church, the Genesee Conference of the Free Methodist Church and the Free Methodist Church of North America, along with any and all of their directors, employees, agents, representatives, and any other person or organization, that may release information concerning me, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or family as a result of inquiries concerning and/or related to my application and any disclosures of information or opinions related thereto.

Should my application be accepted, I affirm that I will strictly comply with all policies and procedures of the *Albion Free Methodist Church* as they relate to working with children/youth, I will read, sign and comply with the "AFMC Volunteer Covenant", and I will refrain from unscriptural conduct in the performance of my services on behalf of said church. If at any time I find that for any reason I am unable to support the policies and procedures of the *Albion Free Methodist Church*, I will resign my position. I further affirm that failure by me to abide by the aforementioned may result in disciplinary action, including but not limited to, immediate dismissal, all at the discretion of said Church.

Also, upon request, I have the right to review the information collected about me.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT & AFFIRMATION; I UNDERSTAND AND WILL BE BOUND BY ITS CONTENTS.

Signature

Date

Printed Name

Date of Birth

Witness