

Dear Children's Ministries Volunteer,

We are thankful for your faithful service in Children's Ministries. Our programs continue to help children and families to know Christ better, and we could not offer the programs that we do without our faithful volunteers. May God bless you in your service in Children's Ministries at Bethany!

The safety and security of our children is, obviously, of utmost importance. For this reason, our policy requires that *every* adult volunteer (18 years and older) who works in *any* capacity with children **MUST** have a Criminal Record Check completed and on file with our church office. This will be completed at no cost to you, but it must be done *in person* – we cannot do it for you, even with your consent.

Here are the details:

- This must be done *in person* at a police station *in the municipality in which you live* (ex: if you live in Burnaby, you must go to the Burnaby RCMP).
- You must present 2 pieces of ID, one of which must be photo ID.
- If you wish to do this free of charge, ***you must take the attached letter***, for the fee to be waived. The exception to this is Vancouver, Langley, North Vancouver, Surrey, and Port Moody (charges listed on accompanying page). For those of you in these municipalities give us the receipt of your payment and Children's Ministries will reimburse your expense.
- Each municipality has its own form. Some forms can be completed ahead of time (check the website for the police station in your area, to see if the forms can be downloaded); other municipalities require you to complete the form when you arrive. Please ensure that you also request a Vulnerable Sector check.
- A list of police and RCMP offices by municipality, as well as hours of operation and contact numbers, and fees if applicable, is on the back of this form.
- Volunteers must complete a separate Criminal Record Check for every organization for which they work as a volunteer. This means that even if you have a current Criminal Record Check on file with another organization (such as your child's school), you must complete a separate one to volunteer at Bethany.
- Please return your completed Criminal Record Check to the Church office or to one of our Children's Ministries Directors

We will maintain our Criminal Record Check files in the church office, in a secure location. Criminal Record Checks remain valid for three years.

Thank you for following through with this process, even though it represents an inconvenience to you. It is a privilege to serve the Lord together.

Sincerely,

The image shows two handwritten signatures in blue ink. The signature on the left is a stylized, cursive 'KH' for Kathy Holmes. The signature on the right is a more elaborate cursive signature for Christine Pfortmueller.

Kathy Holmes and Christine Pfortmueller
Children's Ministries Directors



Burnaby RCMP

6355 Deer Lake Ave
Burnaby
604-294-7922
Hours: 8am-8pm 7 days a week

Coquitlam RCMP

2986 Gilford Way
Coquitlam
604-945-1550
Hours: Mon-Fri, 8am-8pm /
Sat, 8am-4pm / Sun, 10am-4pm

Delta Police Departments

Police Headquarters

4455 Clarence Taylor Crescent
Delta
604-946-4411
Hours: 24 hours /day, 7 days a week

North Delta Public Safety Building

11375 84 Ave
North Delta
Hours: 8am-8pm 7 days a week

Langley RCMP

22180 48A Ave
Langley
604-532-3200
Hours: Mon-Fri, 8a.m-8pm /
Sat, 10am-8pm / Sun, 10am-6pm
**Fee Charge \$50

New Westminster Police Department

555 Columbia Street
New Westminster
604-525-5411
Hours: Mon-Sat, 7am-7pm /
Sun. 9am- 4pm

North Vancouver RCMP

147 East 14th Street
North Vancouver
604-985-1311
Hours: Mon-Fri, 8am-7pm /
Sat-Sun, 10am-6pm
**Fee Charge \$55

Port Moody Police Department

3051 St. Johns Street
Port Moody
604-461-3456
Hours: Mon-Fri, 8am-8pm
**Fee Charge \$10

Richmond RCMP

11411 No. 5 Road
Richmond
604-278-1212
Hours: Mon-Fri, 8am-7pm /
Sat-Sun, 8am-5pm

Surrey RCMP

14355 57th Ave
Surrey
604-599-0502
Hours: Mon-Fri, 7am-7pm /
Sat-Sun, 9am-4pm
**Fee Charge \$60

Vancouver Police Department

2120 Cambie Street
Vancouver
604-873-7000
Hours: 8am-5pm 7 days a week
**Fee Charge \$25

White Rock RCMP

15299 Pacific Ave
White Rock
778-593-3611
Make an appointment

Through the guidance of the Holy Spirit, we seek to reach out cross-culturally, winning, equipping, and empowering people for ministry.

22680 Westminster Hwy., Richmond, BC V6V 1B7
Tel: (604) 519-0123 Fax: (604) 519-0111
Email: info@bethanybaptist.bc.ca
www.bethanybaptist.bc.ca



Criminal Record Check Request

Date: _____

To Whom It May Concern:

Re: _____

This letter is a request from Bethany Baptist Church for a Criminal Record Check, including a Vulnerable Sector check, to be completed for the person listed above.

He/she has volunteered to help with our Children's Ministries programs. It is our policy that:

"All persons in high and medium risk positions provide the necessary consents for a criminal record check. This includes anyone who is working with children or youth in any capacity."

Thank you for facilitating the completion of a Criminal Record Check.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Pfortmueller".

Christine Pfortmueller
Children's Ministries Director

A handwritten signature in black ink, appearing to read "Kathy Holmes".

Kathy Holmes
Children's Ministries Director

Through the guidance of the Holy Spirit, we seek to reach out cross-culturally, winning, equipping, and empowering people for ministry.