



## VOLUNTEER APPLICATION

Thank you for your interest in serving as a volunteer at Emmanuel Baptist Church. This application is to be completed by all applicants who would like to volunteer in ministries that involve minors at EBC. The process helps to provide a safe environment for the children and youth who participate in any of the programs/ministries. It also helps protect our workers and provide security for our parents.

Please complete the application below and return to the EBC Office. A staff member will email you a link to *Checkr* for you to complete the background check online. After your reference checks have been completed, you will be contacted by a staff member regarding training and scheduling in your volunteer position.

If you have any questions or concerns, please contact the office at (937) 372-5887 or office@ebcxenia.org.

### PERSONAL INFORMATION

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse: \_\_\_\_\_

### MINISTRY HISTORY

How long have you attended EBC? \_\_\_\_\_

List previous experience in which you have experience in working with children (Ex: babysitting, sports, ministry):  
\_\_\_\_\_  
\_\_\_\_\_

What specific qualifications/gifts can you add to the Children's/Youth ministry?  
\_\_\_\_\_



**REFERENCES: Volunteers must have TWO completed references before volunteering.**

*Please have reference forms completed by someone who is knowledgeable about your involvement in children’s ministry, childcare experience, youth ministry, youth sports, etc.*

**COLLEGE STUDENTS:** *one reference must be completed by pastor or ministry lead of home church.*

**Emmanuel Baptist Church Reference Check**

Name of Applicant: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

1. How long have you known applicant? \_\_\_\_\_

2. Have you witnessed the applicant interacting with children and/or youth? \_\_\_\_\_

If yes, please share how you feel they relate with children or youth:

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

3. Do you have any concerns about the applicant working with children/youth? \_\_\_\_\_

\_\_\_\_\_

4. Is there any other pertinent information you feel we should know about applicant? \_\_\_\_\_

\_\_\_\_\_

Name of person filling out this form: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO EMMANUEL BAPTIST CHURCH:**

**office@ebcxenia.org**

**1120 S. Detroit Street :: Xenia, OH :: 45385**

***For office use only:***

Date received:
Reviewed by:
Concerns/Issues:



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If yes, please share how you feel they relate with children or youth:

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\_\_\_\_\_

4. Is there any other pertinent information you feel we should know about applicant? \_\_\_\_\_

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**CONFIDENTIAL INFORMATION**

This information is required by the Council of Elders. All information is kept confidential. Please feel free to discuss or amplify any answer with one of the Children or Youth Staff Member or one of the Elders.

- 1. Have you ever been convicted of or pleaded guilty to a felony? YES or NO

*If yes, please give details:*

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- 2. Have you ever been arrested or convicted of or pleaded guilty to a crime involving actual or attempted molestation of a minor or adult? YES or NO

*If yes, please give details:*

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- 3. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children or youth? YES or NO

*If yes, please give details:*

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- 4. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization? YES or NO

*If yes, please give details:*

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**APPLICANT’S STATEMENT**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches 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. In consideration of the receipt and evaluation of this application by Emmanuel Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization included record custodian, 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 on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. Should this application be accepted, I agree to abide by the guidelines and policies of Emmanuel Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I further state that I have carefully read the forgoing release and know the contents thereof and I sign this release on my own free and voluntary act. This is a legally binding agreement, which I have read and understand.

**Applicant’s Signature:**

**Date:**

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**EMMANUEL BAPTIST CHURCH  
CHILD & YOUTH ABUSE PREVENTION  
CODE OF CONDUCT**

1. Children & Youth Worker Common Conduct Expectations:
  - a. I will not be alone with children or youth at a ministry event where another worker or the general public cannot observe me. This observation cannot be accomplished by my spouse or child.
  - b. I will not leave children or youth unsupervised, either alone or in groups, at ministry events.
  - c. I will communicate and interact with students in a godly manner (Philippians 4:9), whether via personal, text, phone, etc. I will ensure that a ministry leader or another responsible adult is aware of any ongoing communication using digital media (i.e. Facebook, Twitter, website, email, phone, text, chat rooms, etc.) between myself and students or children.
  - d. I will not transport a student alone without first communicating travel details to a responsible adult, preferably a child’s parent or guardian.
  - e. I will respect a child or youth’s right to not be touched in ways that make them feel uncomfortable, and will respect their right to say no. I will not touch children & youth in areas of their bodies that would be covered by a bathing suit (other than diapering of children).
  - f. I will not discipline or restrain a child or youth by physical means unless it is necessary to prevent harm to the child, youth or others. I will report any physical discipline or restraint immediately to my ministry lead and to the child or youth’s parents or guardians.
  - g. I will be an example of Christ’s love in my words and actions to all children and youth. I will not use or allow others to use humiliating, degrading or threatening language towards children or youth; I will not or allow others to shame, neglect or treat children or youth without respect and consideration of their needs.
  - h. If a child or youth is injured at a ministry event, I will assist them in sight of another worker. If there is a medical emergency, I will not leave children or youth unsupervised. I will report the injury immediately to my ministry lead and to the child’s parents or guardians.
  - i. If I am the last worker at a ministry event, I will not leave until all children and/or youth have left.
  - j. I will immediately report questionable behavior to the ministry leads and/or Elders (i.e., inappropriate relationships, threats to self and others, etc.)
  
2. Children Worker (up to 4<sup>th</sup> grade) Specific Conduct Expectations:
  - a. I will only release children to a person authorized by my ministry lead to pick them up.
  - b. When accompanying young children (3’s and under) to the restroom, I will stand in the doorway to the restroom. If assistance is needed, I will keep the door of the restroom open and will notify another worker of my actions. I will diaper or help with clothing with young children in sign of another worker.
  - c. If I am a middle school age children’s worker, I will not supervise children within two years of my age. I will not supervise children in the nursery if I am not at least high school age.

I have read this code of conduct and agree to comply with these expectations. I understand that failing to comply with this code may lead to my removal from children’s and youth ministry.

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

Signature: \_\_\_\_\_

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