

Volunteer Placement Policy
First Presbyterian Church
Wilmington, NC

Background:

First Presbyterian Church welcomes into its membership all who confess Jesus Christ as Savior and Lord and encourages all members to find a ministry where they can use their gifts and talents in the service of Christ and his church.

*"Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates them in everyone. To each is given the manifestation of the Spirit for the common good."
(I Corinthians 12:4-7)*

"A faithful member accepts Christ's call to be involved responsibly in the ministry of his Church. Such involvement includes:

- a. proclaiming the good news*
 - b. taking part in the common life and worship of a particular church*
 - c. praying and studying Scripture and the faith of the Christian Church*
 - d. supporting the work of the church through the giving of money, time, and talents*
 - e. participating in governing responsibilities of the church*
 - f. demonstrating a new quality of life within and through the church*
 - g. responding to God's activity in the world through service to others*
 - h. living responsibly in personal, family, vocational, political, cultural, and social relationships of life*
 - i. working in the world for peace, justice, freedom, and human fulfillment."*
- (Book of Order G-5.1002)*

The policy seeks to ensure that volunteer assignments are based on appropriate qualifications and criteria.

The policy applies to all volunteer positions affiliated with all committees and ministries in the church.

General Guidelines for Placement of Volunteers:

As committees and other groups place members in various volunteer positions, they must consider the following guidance:

- a. suitable gifts for the particular ministry
- b. the member's faith and love of Jesus Christ
- c. the member's manner of life and its impact on his or her service

"For as in one body, we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually, we are members one of another. We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teaching, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness." (Romans 12:4-8)

"To those called to exercise special functions in the church – deacons, elders, and ministers of the Word and Sacrament – God gives suitable gifts for their various duties. In addition to possessing, the necessary gifts and abilities, natural and acquired, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the gospel in the church and in the world. They must have the approval of God's people and the concurring judgment of a governing body of the church." (Book of Order G-6.0106a)

Additional Guidelines for Members Working with Youth and Children:

Special Care must be taken in placement of volunteers to all positions that work with our children and youth. In addition to the considerations listed above, this shall include:

- a. the recognition that teachers and advisors serve as role models and so are held to higher standards than volunteers in other positions

"Not many of you should become teachers, my brothers and sisters, for you know that we who teach will be judged with greater strictness." (James 3:1)

- b. a process of review and evaluation of candidates to these positions, including approval by the Session before they begin to serve
- The Christian Education Committee and the Fellowship Committee will maintain written procedures describing this review and evaluation process for placement of all volunteers working with children and youth.
 - These procedures will be approved by the Session, and the Session is responsible for ensuring that the procedures are consistent with the requirements of this policy.
- c. strict adherence to the church's child protection policy

First Presbyterian Church will not tolerate child abuse in any form, and anyone that desires to work with youth or children at this church or its programs will adhere to the following:

- *a criminal background check*
- *a six-month waiting period after joining (except for compensated personnel)*
- *viewing a child protection video (amended 7/2007 to reflect change)*
(First Presbyterian Church Child Protection Policy)

Covenant
for person working with the
Children and Youth
of
First Presbyterian Church

Because I know that my life will teach the next generation far more than my words will, I, as a child myself of a faithful God, will:

Endeavor to live before God, my family, and the children and young people I work with, in a way that seeks to honor Christ with my words, attitudes and actions.

Seek to be a faithful member of First Presbyterian Church by taking part in its activities, governance, worship, prayer, and study and by supporting the work of the church through the giving of my money, time and talents.

Pray for this church and its educational program and offer myself in service to Christ and His church.

Date _____

Signature _____

April 14, 2005

First Presbyterian Church

Volunteer Information Form for Persons Working with Children and Youth

The congregation of First Presbyterian Church is committed to providing a nurturing, safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by our church. Thank you in advance for helping us fulfill this commitment by providing us with the information requested in this form.

Volunteer Information

Volunteer Position: _____ Date _____

Name _____

Address _____

Daytime phone _____ Evening phone _____

How long have you been a member of First Presbyterian Church? _____

If applying for a position to work with youth, are you at least 23 years of age? _____

It is the policy of First Presbyterian Church that volunteers working with youth should be at least 5 years older than the oldest youth under their supervision.

Have you ever been convicted of child abuse? _____

Members of your household include: _____

Occupation (if employed) _____

Employer (if applicable) _____

Previous work experience _____

Previous volunteer experience _____

Special interests, hobbies and skills _____

Would you be willing to drive children/youth under your supervision? _____

If so, do you have a valid driver's license? _____ Any restrictions? _____

If so, do you have vehicle liability insurance? _____ If so, are you willing to provide a copy of your coverage for the files? _____

Why would you like to volunteer as a worker with children/youth?

What qualities do you have that would help you work with children and/or youth?

What training have you received in the care and nurture of children and youth? (CPR, first aid, life guard, including certification if any)

New volunteers, please provide the following: Two personal references (people who are not related to you by blood or marriage) with their complete address and phone information for each.

1. Name _____

Address _____

Daytime phone _____ Evening phone _____

Relationship to you _____

2. Name _____

Address _____

Daytime phone _____ Evening phone _____

Relationship to you _____

Waiver and Consent

I hereby certify that the information I have provided on this Volunteer Information Form is true and correct. I authorize First Presbyterian Church to verify the information I have provided on this form by contacting the references and including contacting others whom I have not listed. I authorize the references and employers listed in this form to give whatever information (including opinions) they may have regarding my character and fitness for the position for which I have applied. Furthermore, I waive any rights I may have to confidentiality to the extent that it may be harmful to myself or others.

I have been informed of First Presbyterian Church's Volunteer Placement Policy and have received a position description or have been informed of the responsibility of this volunteer opportunity. I have been informed of the training classes required for this position and will attend one of these classes.

I have read this waiver and the entire Volunteer Information Form, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Date

Signature

April 14, 2005

Permission to Obtain a Background Check

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least two years after requesting a background check.)

I, the undersigned applicant (also known as "consumer"), authorize **First Presbyterian Church** through its independent contractor, LexisNexis or other authorized vendor, to procure background information (also known as a "consumer report and/or investigative consumer report") about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to First Presbyterian Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____ Date: _____

Identifying Information for Background Information Agency (also known as "Consumer Reporting Agency")

Print Name: _____

First

Middle

Last

Other Names used: (Alias, maiden or nickname) _____

Current Address: _____

Street /P. O. Box

City

State

Zip Code

County

Dates

Former Address: _____

Street /P. O. Box

City

State

Zip Code

County

Dates

Social Security Number: _____ Daytime Telephone Number: _____

Driver's License Number: _____ State of Issuance: _____ Date of Birth: _____ Gender _____
