

# ReCAST CHURCH OF MATTAWAN

Children's Ministries  
Volunteer Application  
and Safe Haven Policy

May 2011  
revised

## Children's Ministries Policies and Procedures

1. The Purpose of the Safe Haven Policy is:
  - To provide a safe environment for our children.
  - To protect our teachers, workers, and the church from false accusations.
  - To implement a policy that does both of the above while still allowing volunteer positions to be filled.
2. All Children's Ministry workers whom are in a teaching role must have professed Jesus Christ as their personal Savior.
3. All Children's Ministry workers must consent to, complete, and pass a background check before being permitted to volunteer.
4. All Children's Ministry workers must complete an *Application for Children's Ministries* form and be approved by the Pastor and/or the Children's Ministry director.
5. Adults who have committed or have been convicted of child abuse, whether physical or sexual, shall not volunteer service in any church sponsored activity or program for children or youth.
6. No Children's ministry worker shall ever be alone with a child or youth. Alone is defined as a non-public place that purposefully avoids people. There must be at least 2 non-related adults with the children/youth at all times.
7. Parental consent is required to transport a child or youth.
8. Workers shall immediately report any behavior which seems abusive or inappropriate to their supervisor or pastor.

9. Junior workers (defined as any volunteer under 18 years of age) must have parental consent, be approved by the Children's Ministries director, and an elder, and must always have an unrelated responsible adult present when they are volunteering.
10. All workers in nursery through three years old shall not be from the same family. If a husband and wife or a parent and child work together, there shall be at least one other volunteer working with them.
11. Only adults shall change diapers (unless written parental consent to do so is obtained for workers under age 18). When taking children to the restroom, the door shall be partially open.
12. When it becomes necessary to discipline a child, corporal punishment shall never be used. Corporal punishment is defined as "the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force as a means of discipline." Humiliation shall not be used as a form of discipline.
13. A Children's Ministry worker is allowed to use minimal physical restraint to protect themselves and/or other students.
14. If a Children's Ministry worker finds themselves in a situation contrary to the policy or in any circumstance that could cause an allegation, the worker shall complete an incident report detailing the circumstances for a clear written record of the event or issue.

*Please initial each item after you have read it. You may use the space between the lines for any questions or comments you have for the Children's Ministry Director or Pastor.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Application for Children's Ministries  
ReCAST Church of Mattawan  
Confidential

This application is to be completed by all Children's Ministry workers at ReCAST Church of Mattawan who engage in ministry of children of nursery age through 5<sup>th</sup> grade. It is being used to help the church provide a safe environment where children will be taught God's Word.

Name (First, Middle, Last) \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Driver's License # \_\_\_\_\_

For which ministry/position are you applying? \_\_\_\_\_

How long have you attended ReCAST Church? \_\_\_\_\_

List the name and city of other churches (if any) you have attended in the past 5 years:

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

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Do you have any communicable diseases, such as TB, Hepatitis B, AIDS, etc.? \_\_\_\_\_

Do you have any condition, such as seizures or severe depression? \_\_\_\_\_

If yes, are you on prescription or non-prescription medication for this condition? \_\_\_\_\_

List three references (names and addresses) of people who are unrelated to you:

Please write a brief history of your relationship with Jesus Christ below or on a separate sheet and attach it to this form.

The information contained in this application is correct to the best of my knowledge. I agree with the doctrinal position of ReCAST Church, and I agree to follow the church's policies and procedures for Children's Ministry workers. (The doctrinal statement is posted on [www.recastchurch.com](http://www.recastchurch.com) as "Member's Affirmation of Faith." The ReCAST Kid's Training Manual is also posted on the above website under the "Documents" section. Both of these documents are available as a hard copy if desired.) 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 ministry. I also agree to submit to a background check prior to serving. I understand that this application and background information will be kept strictly confidential.

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