



CHILDREN'S MINISTRY
VOLUNTEER
PROCESSING

Creating the Application

Before we can begin any steps we need to ensure we're asking the right questions. By asking the correct questions you can identify any concerns as early as possible.

Reviewing the Application

Pray prior to reviewing any applications, that your heart is postured before God to not miss any red flags or concerns. As stewards of God's children we are responsible to ensure their safety. As believers we want to encourage people to serve and grow in their walk with the Lord, but when it comes to serving with kids, we are there to ensure no wolves enter the flock. As you review applications, if any answers bring concern, note it down for either a pastor or director to address.

Set Expectations and Schedule the Basics

When applicants complete their applications, an automated email is sent notifying them of the next steps: Servant's Quarters meeting (ministry volunteer expectations and moral responsibilities), background checks, Pastoral and Children's Ministry (CM) Director's Interview.

We provide dates and times of our Servants Quarters meetings, background checks and fingerprinting. In order to move on to the next step they must attend and complete these steps.

Servant's Quarters

01.

All volunteers at our church must attend our Servant's Quarters Meeting. Here we review what it means to serve, what ministry volunteer expectations are, and the moral responsibilities that come with serving.

Background Waiver

02.

We use Chekr.com for our background checks.

Fingerprinting and take a temporary badge photo

03.

We use live scan and run the FBI background check.

Social Media Review

Below are some areas we take note of to be addressed at the Pastoral interview:

- Posts that don't align doctrinally with the Bible. For example: Joel Osteen videos/teachings.
- Any music or comments that mention or include alcohol, drug use, sexual overtones or profanity (English or Spanish).
- Any evidence of drug or alcohol use (even if it's just pictured in their photos or videos).
- Any posts that share pro-abortion, same sex, or unbiblical leanings.
- Immodest clothing. Please refer to page 16-17 on our CM Handbook for Leader Expectations. Keep in mind it is situational. For example: swimsuit pictures. Our rule of thumb is that there needs to be a water location in the picture and how much is revealed in these photos. NO bathroom swimsuit pictures or laying out in the sand.





Reference Calls Requirements

- 01 References must be 18 yrs old or older.
- 02 References cannot be related to the applicant.
- 03 References must know the applicant for at least one year.
- 04 *OPTIONAL*
References have witnessed applicant around children (unrelated to them if possible)

We believe it's best to speak to references over the phone. This way we can hear or note down any hesitations or unclear answers/responses. You can ask additional questions that are not noted down depending on any concerns that arise.



Emailing Staff

Email the applicant's temporary badge photos to the church staff prior to scheduling their Pastoral interview and be sure to include their first and last names. Ask if anyone has any praises or concerns regarding any the potential volunteer(s).

Pastoral Interview

For our ministry, all Children's Ministry applicants must meet with a pastor for a pastoral interview. During this interview our pastors ask in-depth questions about the applicant's life and walk with the Lord. The pastors also address any concerns that may have been noted on the applicant's file leading up to their meeting. For that reason we allot about an hour of time for these pastoral interviews.

The pastor can then decide if this applicant can proceed to the next processing step, place their application on hold, or close their application. The pastor would notify the applicant at the end of the interview.

Children's Ministry Director's Interview

This is the final step of their approval process. The applicant will meet with the CM Director to get familiar with the ministry, to be placed in a classroom, and to be introduced to their assigned department head.

Mandated Reporter Training

After meeting with our CM Director, the applicant is emailed a link to complete their Mandated Reporter Training. This training program has to be completed within 2 weeks from the date they receive the link.

AB 506 went into effect on January 1, 2022 mandating that all volunteers who work with children in youth-serving organizations must undergo a fingerprint-based background check through the California Department of Justice (DOJ) **AND** the Federal Bureau of Investigation (FBI). These organizations must also provide mandated reporter training to all volunteers. This requirement applies to all "regular volunteers"—defined as individuals aged 18 or older who have direct contact with or supervision of children for more than 16 hours per month or 32 hours per year.

AB1432 went into effect in 2015, requiring California school districts to annually train mandated reporters on their child abuse reporting obligations under the law. AB1432 requirements for school personnel training requirements include:

- Annually train employees and persons working on their behalf who are mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) on their abuse and neglect reporting requirements.

Badge Photos

Finally, the applicant is scheduled to take a badge photo. The badge should include their photo, the ministry they serve in, and their first and last name. It is our policy that all volunteers are required to wear their ministry badge at all times while serving.



Children's Ministry Resources





THANK YOU
VERY MUCH!

Have any questions? Reach out at
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