

Southern New England Conference of the Seventh-day Adventist Church
Adventist Youth Ministries Department



**Youth Ministry Volunteer Selection, Application Form,
and Approval Process**



The Seventh-day Adventist Church is very active in nurturing our youth through Sabbath Schools, Adventurers, Pathfinders, VBS and our extensive educational system. This priority on youth also means our attention to safety must grow more intentional as abuse in society increases.

Beginning in July 2015 the Southern New England Conference partnered with Shield the Vulnerable to provide continuing awareness training and background screening for all conference, church, and school employees & volunteers. All Youth Ministry Staff/Volunteers must fulfill steps 1-3, 6, and 7 each year and steps 4 & 5 every three (3) years:

1. Has held membership in the congregation or has been known by the organization for a minimum of six (6) months.
2. Complete the SNEC Youth Ministry Volunteer Application, including three (3) personal references
3. Submit the completed SNEC Youth Ministry Volunteer Application to your local church ministry director for the ministries you wish to work with. Don't forget to review, sign, and submit the Southern New England Conference Youth Ministry Code of Conduct.
4. Create a Verified Volunteers (Formerly Shield the Vulnerable) account on-line and complete the required child protection on-line training. (staff/volunteers 18 years old and older ONLY every three (3) years)
5. Submit personal information to the Verified Volunteer (Formerly Shield the Vulnerable) web site for the background screening process. (staff/volunteers 18 years old and older ONLY every three (3) years)
6. Be approved by your church's designated Level 2 or Level 3 Child Protection (formerly Shield the Vulnerable) Administrator. Have an approved SNEC Youth Ministry Volunteer Application on file with the each Ministry Director along with the signed Code of Conduct, Driver Information Sheet, and all Medical Information forms.

More information regarding the Child Protection Training and background screening process is available at <http://www.sneconline.org/article/370/departments-ministries/child-protection> or by contacting the Southern New England Conference Child Protection (Formerly Shield the Vulnerable) Coordinator.



Ministry Volunteer Information Form

Southern New England Conference
PO Box 1169; South Lancaster, MA 01561

PERSONAL INFORMATION

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City ZIP Code

Home Phone: () Alternate Phone: ()

E-mail Address: _____

SDA Church Member: ☐ Yes ☐ No Current Church: _____

Volunteer Ministry Roles: *Primary*: _____ *Support*: _____

Previous Church: _____

Previous Volunteer Experience: _____

PERSONAL REFERENCES (Three references are required. Only one reference may be filled by a relative.)

Name: _____ Contact Telephone: _____ Relation: _____

Name: _____ Contact Telephone: _____ Relation: _____

Name: _____ Contact Telephone: _____ Relation: _____

EMERGENCY CONTACT INFORMATION

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Primary Phone: () Alternate Phone: ()

Relationship: _____

UNLAWFUL CONDUCT QUESTIONNAIRE

- Have you presently or previously abused (neglect/physical/sexual/verbal) a child (minor)? ☐ Yes ☐ No
- Have you been charged or disciplined for any unlawful conduct with a child or adult? ☐ Yes ☐ No

If yes, please explain: _____

LOCAL CHURCH ADMINISTRATOR SECTION

Completed Date: CP Training _____ CP Screening _____ Referencing _____

Eligibility Volunteer Status: ☐ Eligible ☐ Not Eligible

Eligibility to Drive Children (*Adventurer/Pathfinder/Youth/Driver Positions*): ☐ Eligible ☐ Not Eligible ☐ NA

Re-Screening Date: _____

Ministry Volunteer Reference Form

Reference – One

Reference Name _____ Date of Contact _____

- 1) In what capacity does this individual know the volunteer? ☐ Personal ☐ Professional
- 2) Are you aware of any areas of concern with this individual, that would inhibit them to serve as a church volunteer? ☐ Yes ☐ No

If yes to question #2, please explain: _____

- 3) Would you recommend the applicant to volunteer: *(Select the scenario below that best describes the volunteer's interaction level with children in their ministry role.)*

- Who has direct and frequent interaction with children? (Youth Volunteers) ☐ Yes ☐ No
- Who has occasional interaction with children? ☐ Yes ☐ No
- Who can safely be granted proximity to children? ☐ Yes ☐ No

- 4) Would you be willing to have this volunteer to work with your child? ☐ Yes ☐ No

If no to question #4, please explain: _____

Reference – Two

Reference Name _____ Date of Contact _____

- 1) In what capacity does this individual know the volunteer? ☐ Personal ☐ Professional
- 2) Are you aware of any areas of concern with this individual, that would inhibit them to serve as a church volunteer? ☐ Yes ☐ No

If yes to question #2, please explain: _____

- 3) Would you recommend the applicant to volunteer: *(Select the scenario below that best describes the volunteer's interaction level with children in their ministry role.)*

- Who has direct and frequent interaction with children? (Youth Volunteers) ☐ Yes ☐ No
- Who has occasional interaction with children? ☐ Yes ☐ No
- Who can safely be granted proximity to children? ☐ Yes ☐ No

- 4) Would you be willing to have this volunteer work with your child? ☐ Yes ☐ No

If no to question #4, please explain: _____

Reference – Three

Reference Name _____ Date of Contact _____

- 1) In what capacity does this individual know the volunteer? ☐ Personal ☐ Professional
- 2) Are you aware of any areas of concern with this individual, that would inhibit them to serve as a church volunteer? ☐ Yes ☐ No

If yes to question #2, please explain: _____

- 3) Would you recommend the applicant to volunteer: *(Select the scenario below that best describes the volunteer's interaction level with children in their ministry role.)*

- Who has direct and frequent interaction with children? (Youth Volunteers) ☐ Yes ☐ No
- Who has occasional interaction with children? ☐ Yes ☐ No
- Who can safely be granted proximity to children? ☐ Yes ☐ No

- 4) Would you be willing to have this volunteer work with your child? ☐ Yes ☐ No

- 5) If no to question #4, please explain: _____

N.A.D. YOUTH/CHILDREN'S MINISTRY VOLUNTEER CODE OF CONDUCT

My Commitment to Volunteer Ministry - As a Youth/Children's Ministry Volunteer, I will:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and successfully complete the Verified Volunteers (Formerly Shield the Vulnerable) training, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Treasurer's or Risk Management Director.
10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

SNEC Youth Supervision Guidelines

Ages 3 - 17: Onsite location – 2 adults to 10 minors, Offsite location – 2 adults to 6 minors,

Remote or Extreme location – 2 adults to 4 minors.

Overnight: Sleeping areas for boys and girls should be separate and supervised by two adults of the same gender. A minimum of three youth, ages 10-17, per tent/room. Adults and youth can share a tent/room as long as there are 2 adults of the same gender with them at all times. Families are encouraged to share a tent/room as one unit. If separate shower and restroom facilities are not available, separate times for male and female use should be scheduled and posted.

Ages 9 and under: Children 9 (grades 4 and below) must be accompanied by a parent/grandparent/legal guardian at all times. No exception.

Acknowledgment

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

Signature

Date

Church Name

**Thank you for your service as a Youth/Children's Ministry Volunteer.
Please retain a copy of this document and keep it for reference.**