

Church Volunteer Packet

This packet is for each church's screening of its adult volunteers that will be present at Ascend Camp.

Ascend Camp

Church Volunteer Screening Requirements

As the primary leader of your church's student ministry at Ascend Camp, you are primarily responsible for the safety and welfare of your group members while at camp. This includes reasonable precautions to protect minors from sexual misconduct or abuse. We expect you to ensure that your leaders are adequately screened and evaluated, by completing each of the following tasks:

- Receive and review the **Church Volunteer Application** (included in this packet) for each of your volunteers.
- Require that a criminal and sex offender background check is completed for each volunteer using the information contained in the Church Volunteer Application, and the results recorded in your files.¹
- Affirm that each applicant is known to your church. The requirement that one must be "known to your church" can be satisfied by a person's regular attendance at your church for 6 months or by an interview process in which multiple leaders can verify that they know the individual has good character.

By signing the **Church Leader Screening Form**, you affirm that you have completed these requirements. Additionally, your Lead Pastor must sign the **Reference Form for Primary Leader of Student Ministry** and an authorized officer or representative of your church must sign the **Acknowledgement of Responsibility to Supervise**. These are the only 3 forms that you need to send us. Do not submit each leader's application or background check. (These should be kept in your ministry files.) By submitting the Church Volunteer Screening Form, you indicate that each of your adult leaders has been vetted by you in accordance with the above requirements.

¹ Numerous background check options are available. Background checks should be conducted by a reputable provider. For assistance on ensuring that your background check is performed by a reputable organization, see page 8 of the Introductory Guide to Caring Well and Brotherhood Mutual's article "Prevent Holes in Your Criminal Background Check."

Caring Well's Introductory Guide: <https://www.brotherhoodmutual.com/resources/safety-library/risk-management-articles/administrative-staff-and-finance/background-screening/prevent-holes-in-your-criminal-background-check/>.

Brotherhood Mutual's "Prevent Holes in Your Criminal Background Check":
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Reference Form for Primary Leader of Student Ministry

Instructions: This form provides verification that the primary leader of your church's student ministry is reasonably qualified to manage the screening of all adult persons from their ministry who may volunteer to serve at Ascend Camp. This form needs to be filled out by the Senior Pastor (or Lead Pastor) in your church. If the Senior Pastor is the primary leader of your students at camp, then it needs to be filled out by another pastor or elder.

I, (name) _____, serve in the role of (job title) _____
at (church name) _____. I
hereby affirm that (primary youth leader's name) _____ is known
to me and our church, has passed a criminal background check, and is qualified to screen other
adult volunteers from our church based on his proven character in our ministry, consistent
demonstration of the spiritual maturity required for spiritual leadership, and his awareness of
screening best practices.¹ I have no reasons for concern regarding the volunteer's character
and capacity for overseeing our students at Ascend Camp.

Name: _____

Signature: _____ Date: _____

¹ We recommend that all Primary Leaders read "The Introductory Guide to Caring Well."
<https://caringwell.com/wp-content/uploads/2019/11/Introductory-Guide-to-Caring-Well.pdf>

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Acknowledgement of Responsibility to Supervise

Instructions: This form must be completed by an authorized signor from your church who can speak on behalf of your church's leadership.

As a representative of (name of your church) _____,
I, (name of church representative) _____, acknowledge that our organization, and not Mission Road Bible Church, is responsible to ensure the protection and safety of our students and leaders who are present at Ascend Camp. Our leaders are aware that they bear all responsibility to supervise their students throughout the duration of Ascend Camp. Our participating church and its adult leaders will bear full responsibility for all claims of harm or damage that may occur to our students or leaders during Ascend Camp, arising out of activities during Ascend Camp.

Name: _____

Signature: _____

Date: _____

Ascend Camp Church Volunteer Screening Verification

Instructions: Sign this form to indicate that you have vetted each of your adult volunteers in accordance with the stated requirements.

I affirm that I have screened and approved each adult volunteer that our church is bringing to Ascend Camp. Each has submitted the Church Volunteer Application to me, has passed a criminal and sex offender background check, and is known to our ministry. I have performed my due diligence to ensure that there is no reasonable cause for concern regarding character and capacity for overseeing our church's students at Ascend Camp. I also have no reasonable cause for concern that any of our church's volunteers will pose a threat of harm of any kind to any students at Ascend Camp.

Name: _____ Job Title: _____

Signature: _____ Date: _____

Ascend Camp Church Volunteer Application

Personal Information

Name: _____ Date of Birth: __/__/__

Address: _____

Social Security Number (for background check): _____

Background Information:

Please list any previous experience working with minors:

Have you ever been credibly accused of any inappropriate or immoral conduct involving a minor, including but not limited to assault, abuse, battery, sexual assault, indecency, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting obscenity or child pornography, bigamy, incest, drug-related offenses or family violence? Yes No

Have you ever been arrested or convicted of a crime other than routine traffic offenses or minor misdemeanors? Yes No

Are you currently on probation or parole? Yes No

Is there anything in your background that you believe we should know about, that if disclosed might be negative or hurtful for the reputation of the church, or which might be questionable as to your fitness for working with minors? Yes No

Agreement:

I have completely read the Ascend Camp Code of Conduct (next page) and I agree to abide by it and to protect the health and safety of the children assigned to my care or supervision at all times.

Signature: _____ Date: _____

Church Volunteer Application (continued)

Verification of Information and Consent to Criminal Background Check

The information contained in this application is true and correct to the best of my knowledge. I authorize MY CHURCH to contact any persons or organizations listed in this application, and I consent to each person or firm contacted to give responsive facts and opinions about my background and character and fitness for working with children. I release MY CHURCH, and all persons and organizations who provide information in reliance upon this consent, from all liability for any claims of damage that may arise out of the requesting or furnishing of such evaluations to you, and I waive any rights that I may have to know about or inspect written records of the reference information provided about me.

I further state that I have carefully read the foregoing release and know and understand the contents thereof. I sign this release as my own free act. This is a legally binding agreement that I have read and understand.

I have been advised that MY CHURCH conducts, through a third party service, a criminal history background check. I do hereby consent to this check being performed, and will agree to sign any additional authorizations that may be required by third-party services.

Signature: _____ Date: _____

Ascend Camp Code of Conduct

Participant Church Leaders and Volunteers are present at Ascend Camp for the protection and oversight of students in their church. Each leader and volunteer must recognize that they are responsible to protect and supervise the students under their care.

Because of their position as role models, leaders must be very careful of their standards of dress, language, and conduct. Lewd, suggestive, or inappropriate behavior and language must be avoided completely.

Leaders must take all reasonable care to ensure that no adult leader or volunteer ever:

- physically, verbally, sexually, or emotionally abuses children or youth, nor cultivates relationships in order to initiate or hide abuse.
- Is alone with a child or young person in an isolated location.
- touches children or youth in a manner which is inappropriate given their age, gender, cultural background, context or personal circumstances.
- physically disciplines a child or young person in the course of their ministry.
- makes alcohol, cigarettes or illicit drugs available to children or youth.
- becomes romantically involved with any children or youth.
- views, possesses, produces or distributes material containing inappropriate language or graphic depictions of sexual acts or nudity; or views possesses, produces or distributes any form of child pornography or child exploitation material.