

Recruitment and Screen Process

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A. Recruitment and Screening Process

1. Church leadership and/or the ministry lead determine if an individual is a suitable or potential candidate for children's ministry.
2. Prospective ministry volunteers are to submit to the recruitment and screening process managed by the ministry lead. Individuals will submit and complete the following:
 - Ministry Application Form (Appendix 1)
 - Adhere to six month waiting period
 - Sign statement of faith
 - Face to face interview
 - Reference checks
 - Police records check every 3 years
 - Training
 - Final approval from church leadership
3. Ministry volunteers must complete the recruitment and screening process prior to being placed in a position of trust.
4. Ministry volunteer who serve children and youth must have a volunteer file kept with church records. These files are to be kept permanently.

B. Qualifications for Ministry

1. A minimum six-month waiting period prior to serving is required for individuals wanting to work in children or youth ministries. All prospective ministry volunteer will have regularly attended the church for the previous six months.
 - Exceptions can be made in circumstances where the ministry volunteer have transferred from another church of the same denomination in which they have been long-time members and children's ministry workers in good standing. Reference checks must be received from at least two individuals, including one from their previous minister or children's ministry director.
2. Ministry volunteer serving in children's and youth ministry are members or adherents in good standing who support the doctrines, direction and constitution of the church.
3. Individuals that have been accused, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children or youth participate.

C. Ministry Application Form

1. Prospective ministry volunteer are to complete a Ministry Application Form. Student leaders are to complete the Youth Covenant Form.
 - A verifiable witnessed signature is required for the protection of all parties.
 - Individuals who transfer from another congregation unknown to the church leadership must include contact information or a reference from a pastoral staff member of their previous church.

- In accordance with PIPEDA regulations, the Ministry Application Forms must include the reason for which the information is being collected.
 - A photo of the prospective ministry volunteer is to accompany the Ministry Application Form (photocopy of driver's license)
2. Ministry Application Forms are to be kept confidential and available only to the ministry lead, church leadership or the Hawkwood Baptist Protects team.
 - Ministry Application Forms are to be kept in a secure location.
 - Ministry Application Forms are to be kept on file permanently

D. Reference Checks

1. Designated screening volunteers will conduct reference checks on all prospective ministry volunteers.
 - Prospective ministry volunteers must sign a liability release before reference checks are conducted.
 - Be sure that the references provided fit within the acceptable categories for adults and for youth who work with children.
 - Reference checks are conducted by telephone to confirm the suitability and appointment of prospective ministry volunteers.

E. Interview

1. Face-to-face interviews will be conducted by the ministry lead or an individual approved by church leadership.

F. Criminal Screening Checks

1. The ministry lead must identify the criminal screening checks available within their region.
2. Police records checks must be conducted on all ministry volunteers serving in a position of trust with children or youth. Ministry volunteers who assist with programs and do not relate directly with children or youth are not required to have police checks.
 - Police records checks are to be renewed every three (3) years.
 - Police records checks are to be conducted on all ministry volunteers 16 years of age and older and are to be kept on file permanently.
3. If a prospective ministry volunteer has had a history with the Children's Welfare Agency, a request may be made by the church leadership for the individual to sign consent for a Child Welfare Check

G. Plan to Protect Training

1. Abuse prevention education and training is required for all ministry volunteers serving with children and youth and must be completed prior to ministry placement.
2. Attendance should be taken at training courses and noted in the volunteer file for each individual.

H. Approval Process

1. All ministry volunteer are to be approved by church leadership upon completion of recruitment and screening process.
 - Approval must be signed and dated.
2. The recruitment and screening process must be completed within a 3 month period of time.
 - Workers in process of completing the recruitment and screening process will not be placed in a position of trust.
 - Access to children will be limited until final approval is received.

Area: Children's Ministry Committee	Title: Job Description Children's Ministry Volunteer	Reference: Constitution Article 6.5
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<i>Perspective</i>	"Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6
<i>Appointment</i>	<ol style="list-style-type: none"> 1. Application shall be made by through the Director of Children's Ministries. 2. Upon completion of screening process as laid out in Hawkwood Protects Manual , applicant is then approved for volunteer service. 3. Term of service shall be one fiscal year at which time, a volunteer applicant review is performed.
<i>General Duties</i>	<ol style="list-style-type: none"> 1. To fulfill the purpose of the Church as stated in the Constitution (3.0). 2. To assist the Director of Children's Ministries in developing and implementing an effective Sunday school program.
<i>Specific Duties</i>	<ol style="list-style-type: none"> 1. To prepare and present a weekly lesson to the assigned class, using the approved curriculum. 2. To implement the discipleship goals of the Sunday school. 3. To attend scheduled Sunday school teachers meetings. 4. To attend teacher training sessions whenever possible.
<i>Responsibilities</i>	<ol style="list-style-type: none"> 1. Responsible to Children's Ministry Director.

Area:
Children's Ministry
Committee

Title: Job Description
Nursery Coordinator

Reference: Constitution
Article 6.5

Perspective

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."

Mark 10:14

Appointment

1. Appointment shall be made by the Children's Ministry Director.
2. Appointment shall be made following the Annual Business Meeting (7.1) or at any time deemed necessary.
3. Term of office shall be one fiscal year with unlimited successive terms unless otherwise specified at the time of appointment (6.4.2).

General Duties

1. To fulfill the purpose of the Church as stated in the Constitution (3.0).
2. To assist the Children's Ministry Director in developing and carrying out the plans for the Children's Ministry.

Specific Duties

1. To be responsible for operation of Nursery during the Worship services implemented by the Worship Committee.
2. To prepare a list of qualified people available to work in the Nursery.
3. To prepare a schedule of nursery help and communicate the schedule and identify responsibilities for all helpers.
4. Nursery workers will be responsible to find their own replacements and in the case of emergencies, the Nursery Coordinator may be called.

Responsibilities

1. Responsible to the Children's Ministry Director.

Appendix 2:

MINISTRY VOLUNTEER APPLICATION FORM

This form is to be completed by any applicant for a volunteer position within **Hawkwood Baptist Church** involving the supervision or custody of minors. Your cooperation will assist church leaders in their efforts to provide a secure environment for children and youth who participate in our programs and use our facilities. Your responses will remain confidential within the Pastoral Staff and the elected Ministry Board person responsible for Children and Youth Ministries, or to comply with applicable legal requirements.

PERSONAL DATA *(please print)*

Name: _____

_____ *First* _____ *Middle* _____ *Last*

Address: _____ Postal

Code: _____

Home Phone: _____

Work Phone: _____

Male: _____ Female: _____

Marital Status: _____

Spouse's Name: _____

SPIRITUAL HISTORY

- Do you attend Hawkwood Baptist Church? Yes: _____ How long? _____
No: _____
- If not, which church do you attend, and how long have you attended?

- Do you regularly attend (2 or more services per month)? Yes: _____ No: _____
- Are you a member of a church? Yes: _____ Name of church: _____
No: _____
- Have you been baptized by immersion as a believer? Yes: _____ No: _____

MINISTRY EXPERIENCE *(list most recent first)*

- List all previous and present church work involving children or youth (including length of time, place and type of work). (Use back of page if necessary)

