

St. Barnabas Lutheran Church Screening Process for Adult Volunteer Leaders and Chaperones

(approved by the Church Council on October 20, 2015)

St. Barnabas Lutheran Church has contracted with ProtectMyMinistry.com for background checks and online Child Safety Training for Abuse Prevention. All volunteer leaders and chaperones are asked to cooperate with this program of screening and child safety training to help St. Barnabas promote a positive and safe atmosphere for all youth and volunteers. All volunteers will abide by the procedures and policies of this document. This process includes the following steps:

1. Each potential adult Leader or Chaperone is given St. Barnabas Safety Policies and Guidelines to read.
2. Each potential adult Leader or Chaperone fills out and signs an Application for Volunteer Ministry among St. Barnabas Youth, indicating the willingness of the volunteer to follow St. Barnabas Lutheran Church Safety Policies and Guidelines.
3. Each potential adult volunteer has a confidential background check at time of volunteering.
4. Each adult volunteer participates in the ProtectMyMinistry.com Online Child Safety Training Video within three weeks of volunteering and receives a Certificate of Training.
5. A St. Barnabas executive team member will review the results of all background checks and will check references as needed.
6. Adult chaperones are required to fill out an application form and consent to a background check if they have not had one.
7. Drivers to off-campus youth events will be required to submit information for a motor vehicle record search through our background check company and provide copies of their driver's license and proof of insurance.

Notes

1. An adult volunteer is defined as 25 years of age or older.
2. Information requested on applications will be confidential and securely stored at the church.

Notes on Teen and Young Adult Volunteers

1. A teen volunteer means an individual in 7th-12th grade approved by the program leadership. A young adult volunteer means someone who has graduated high school to age 24 approved by the program leadership.
2. Teen or young adult volunteers may be counted as the second person in St. Barnabas's dual supervision policy. However, care should be taken that they are not left alone with a class or group.
3. A teen or young adult volunteer may assist with the following activities as part of a minimum two-person team:
 - Nursery, Vacation Bible School, and Sunday School
 - As a child care aide during church events or programming.
4. It is also required that teen or young adult volunteers are paired with an approved adult volunteer so the teen can be mentored in a ministry leadership role and be fully supported while assuring his or her own protection.