

**MAKING OUR CONGREGATION SAFE  
FOR CHILDREN, YOUTH, AND VULNERABLE ADULTS!**

Dear Volunteer Applicant:

Thank you for your interest in working with the children and youth of All Souls Community Church. Our congregation takes seriously our responsibility of assuring the safety of our community members. It is our practice, therefore, to require all prospective staff members and all volunteers who are likely to work with children, youth, or vulnerable adults to provide information that will help us fulfill this desire.

There are five parts to this effort:

- 1) The first involves completing the “Church Screening Form”. This form requires that you provide basic personal information as well as explicit information so that we can protect children, youth, and vulnerable adults from potential harm. It is a private document; your information will be kept secure and no information will be disclosed to anyone other than the Minister or the Religious Education Coordinator.
- 2) The second part involves signing a release that verifies that the information you have provided on the screening form is truthful and accurate. By signing this you are authorizing church leaders to explore your background sufficiently to document that there is no cause for concern about your suitability for volunteer work within our congregation.
- 3) The third part involves reference checks being conducted by church staff. Your only role will be to provide contact information for those references in your screening form. Be aware that individuals on these forms may be contacted.
- 4) The fourth part involves reading our “Code of Ethics”. By signing this form, you are agreeing to abide by this code.
- 5) The fifth part is the “Agreement to Teach”. By signing this form, you are ensuring that you have filled out the necessary forms and are suitable for working with children, youth, and vulnerable adults.

To ensure the safety of our children, youth, and vulnerable adults, completing these steps are required to serve in certain roles in our congregation. Please carefully fill out these form and give it to the Religious Education Coordinator.

We thank you for your willingness to serve All Souls Community Church, and for your role in assuring it is a safe and nurturing place.

In Peace,

All Souls Religious Education Board and Religious Education Coordinator

**ALL SOULS COMMUNITY CHURCH SCREENING FORM  
FOR RELIGIOUS EDUCATORS AND YOUTH GROUP STAFF AND VOLUNTEERS**

**NAME:** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

**Have you ever used a different name?** NO \_\_\_ YES \_\_\_

**If yes, please list the names with dates:**

**How long have you been attending this congregation?** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State, Zip Code

**Number of years at current address:** \_\_\_\_\_

**If you have not lived at this address for at least 5 years, please list any previous addresses with dates.**

**In what states have you lived in since you were 18 years old?**

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Mobile/Other Phone** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**A.** Have you ever been convicted of any criminal offense? If yes, please explain.

**B.** Have you ever resigned from employment or been disciplined or terminated by any employer for reasons related to sexual misconduct or child abuse? If yes, please provide details:

**C.** Have you ever been convicted of any crimes against a person, including rape, incest, sexual exploitation of a minor, or sexual or physical assault of a minor? If yes, please provide details:

**D.** Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children and youth? If yes, please provide details.

**Congregation History and Prior Work with Children and Youth**

**List congregations you have attended during the past five years (use back of form, if necessary):**

Name and address of congregation: \_\_\_\_\_  
When you attended: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name and address of congregation: \_\_\_\_\_  
When you attended: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Describe all previous work involving children and youth (use back of form, if necessary):**

Name and address of organization: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Name and address of organization: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Name and address of organization: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Name and address of organization: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

I authorize All Souls Community Church to contact other congregations and/or volunteer organizations to obtain information about my background regarding my character and fitness for work with children and youth. I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless this congregation, its trustees, employees and volunteers.

Further, I understand that a member of the staff may check the sex offender registry and/or contact the local police for more information about my background.

This information will be available only to those responsible for screening staff or volunteers or participating in a response team, or as required by law.

I attest that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ALL SOULS COMMUNITY CHURCH  
CODE OF ETHICS FOR ADULTS AND OLDER YOUTH  
WORKING WITH CHILDREN AND YOUTH**

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between youth and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I have read and understand the above statements of position, expectations, and actions.

Name Printed \_\_\_\_\_

Name Signed \_\_\_\_\_ Date \_\_\_\_\_

**AGREEMENT TO TEACH**

I have completed and signed the Screening Form.

I have signed the Code of Ethics Statement.

I affirm that I have never been accused of, convicted of, or pled guilty to any sexual crime. I also have not pled guilty to a lesser charge after having been charged with a sexual crime. I have never engaged in any form of child abuse, including sexual abuse. I have never been determined to have engaged in any sexual offenses in any civil, administrative, or ecclesiastical forum or other forum. If there are any facts or circumstances in my background that call into question my being entrusted with the supervision, guidance, and care of children, youth, or vulnerable adults, I have met to review this information confidentially with the Minister and the Religious Education Coordinator.

Further, I agree to notify the Minister and the Religious Education Coordinator immediately should I be accused of sexual abuse, sexual offenses, sexual harassment, or other sexual improprieties in the time that I am working with children and youth in this congregation.

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_