

Dear Volunteer,

Thank you for taking the time to volunteer with children/youth ministry here at Martin UMC. We hope your experience will be rewarding. Please know that you are such an important part of these children's lives and their spiritual development.

Because we have the highest commitment to keeping the children/youth of this church safe, our church is utilizing the Ministry Safe process in accordance with the policy of the Central Texas Conference of the UMC. There are several steps to this process and each must be complete prior to starting any volunteer position around children or youth. All forms listed for this process are attached to this e-mail. The following are a list of steps that must be complete:

1. An application must be filled out and returned to the church. All forms can be submitted to either the Youth Director or the Associate Pastor of Education and Children's Ministries.
2. A reference form must be filled out completely and returned to the church. In addition to the physical address listed, it would be very helpful to list an e-mail address. E-mail tends to be the quickest way to contact references.
3. The Volunteer Code of Conduct must be signed and returned to the church.
4. A short interview must be conducted with one of the Ministry Safe administrators.
5. A background check must be complete. The following link can be used to fill out the necessary paperwork:  
<https://secure.cluso.com/WA/GR2.nsf/Release?OpenForm&Client=1210216001&Requestor=0E00693975&Policy=CRIM>
6. The Ministry Safe video must be watched and the test taken (and passed). You should receive a link via e-mail within the next 24-48 hours for this online video and test. This e-mail will not come from the church or church staff, but will be sent directly from Ministry Safe. Please check your spam folder as sometimes e-mail with an unknown sender could be sent there. If you have not received the link within 48 hours, please notify the church.

Thank you again for your dedication to the spiritual formation of our children and youth. We hope that taking steps to reduce the risk of abuse within the church will help Martin UMC live out Jesus' directive to **"Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs."** (Matthew 19:14 NRSV)

Grace and Peace,

The Ministry Safe Team

**W.C. Martin United Methodist Church**  
**Safety Application Form for**  
**Volunteers and Employees**  
**CONFIDENTIAL**

*This application should be completed by all applicants for any position (volunteer or employment) involving the supervision of minor children or vulnerable adults, such as elderly or impaired persons. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children, students and vulnerable adults who participate in the programs of Martin Methodist or use Martin Methodist facilities.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Drivers License # \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sex: \_\_\_\_\_ M \_\_\_\_\_ F Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ (*single, married, separated, divorced, widowed, etc.*)

Are you a member or regular attender of this church? \_\_\_\_\_ If so, for how long? \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Previous address: \_\_\_\_\_  
\_\_\_\_\_

List all other cities and states where you have lived as an adult:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Please list the name, address, city and state of other churches you have attended regularly during the past 10 years: \_\_\_\_\_

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Please list *all previous church work* involving children, students or vulnerable populations (impaired, adults, special needs individuals etc.). (List each church's name and address, type of work carried out, dates, and a **contact person** familiar with your work there. **Use back of this page for more space, if necessary.**)

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Please list *all previous non-church work* involving children, students or vulnerable populations. (List each organization's name and address, type of work carried out, dates and a **contact person** familiar with your work there.) \_\_\_\_\_

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List any talents, vocations, preparation, training or other experiences which have equipped you to work with children, students or vulnerable adults:

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Please complete a separate reference form providing one professional reference (if applicable), one personal reference, and one family member. References must include one non-family member and

one member of the opposite sex. Please contact these references and inform them an authorized Martin Methodist staff person will be contacting them. (See Reference Form for Volunteers attached. References supplied on an Employment Application may take the place of this form for applicants seeking *employment* with Martin Methodist.)

**Because our church cares for our members and our children, and desires to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy.**

Why do you want to work with children or vulnerable adults at \_\_\_\_\_ Church?

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Do you have a preference concerning the age group or sex of children or students with whom you would like to work? Why?

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What is your philosophy concerning re-direction or discipline of children?

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When you are unhappy, angry or emotional about a person or circumstance, what do you do?

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Have you experienced any significant physical or emotional stresses within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If so, please briefly explain. (Use back of page if necessary.)

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Do you consider yourself to have been physically or sexually abused as a child?  
(This information will be kept entirely confidential.)

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If you were physically or sexually abused as a child, would you consider utilizing church resources to seek healing in this area of your life?

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Have you ever physically or sexually abused a child?

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Has someone ever accused you of abusing a child?

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### RELEASE

I authorize Martin Methodist to contact all individuals, organizations and references listed on this **Safety Application Form** in order to verify the information I have provided to the church. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous church and non-church work, listed on this application.

I specifically authorize the church to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

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

# Volunteer Statements and Agreed Code of Conduct

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Please initial each of the following statements:

\_\_\_\_\_ I declare that all statements contained in my Safety Application Form are true. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.

\_\_\_\_\_ I understand that **my references and contacts** from prior church or non-church work with children, student, or disabled adults will be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize the church to undertake a criminal background check of my past.

\_\_\_\_\_ I understand that I must be interviewed and recommended by a member of the \_\_\_\_\_ Church Screening and Selection Committee before I begin service as a volunteer in \_\_\_\_\_ Church ministries.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand that \_\_\_\_\_ Church has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that \_\_\_\_\_ Church cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.

\_\_\_\_\_ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.

\_\_\_\_\_ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application to provide volunteer services, and that refusal to inform \_\_\_\_\_ Church of the contents of a sealed criminal record will result in the automatic denial of the application.

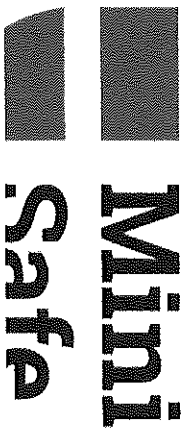
\_\_\_\_\_ If accepted as a volunteer, I agree to read and abide by all Policies and Procedures provided to me by \_\_\_\_\_ Church.

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

For Office Use Only

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Volunteer's Name: \_\_\_\_\_

### REFERENCE FORM FOR VOLUNTEERS

Name	Address	City and State	Zip Code	Telephone
<i>Personal:</i>				
<i>Email:</i>				
<i>Professional:</i>				
<i>Email:</i>				
<i>Family Member:</i>				
<i>Email:</i>				

*References Required: Each applicant must submit the names and phone numbers of at least one professional reference, one personal reference and one family member. Additional professional references may be submitted if deemed helpful by applicant in allowing NY Ministry to determine applicant's fitness for volunteer position and qualifications. The professional references should be familiar with the quality of the individual's work. One of these references should be a person of the opposite sex.*