



# mars hill church | shoreline

## Children's Ministry Application Forms and Policies

Please fill out, sign, and return the following to the Children's Ministry Check-in Desk:

- Children's Ministry Application
- Safety Policies
- Appropriate Conduct Form
- National Background Investigation Consent Form

We currently have the following age breakdowns:

- Nursery: 5-12 months
- Toddler 1: 1 year
- Toddler 2: 2 years
- Preschool: 3-4 years
- Kindergarten/1<sup>st</sup> Grade: 5-6 years
- 2<sup>nd</sup>-4<sup>th</sup> Grade: 7-9 years

### **SCHEDULING:**

Once your application is received and processed, you will be contacted by a Children's Ministry Volunteer who will then give you additional information about our current scheduling system and needs.

If you have any questions, please contact your Shoreline Children's Ministry at [shorelinekids@marshillchurch.org](mailto:shorelinekids@marshillchurch.org)



### Church History/Prior Children's Work

How long have you attended Mars Hill Church: \_\_\_\_\_

*Please Note: Due to our insurance policy, those wishing to serve in Children's Ministry must have attended Mars Hill Church (or The Vine Church) for at least 6 months.*

Are you a member of Mars Hill: \_\_\_\_ Yes \_\_\_\_ No

List all other churches you have attended regularly (names/dates) and the ministries (if any) you were involved in with children:

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List any gifts, training, education or other factors that you feel have prepared you for working with children:

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Personal References (not relatives):

***In order to complete the application process most efficiently and enable you to begin serving as soon as possible, please supply e-mail addresses whenever possible.***

_____ Name	_____ E-mail	_____ Relationship to you
_____ Name	_____ E-mail	_____ Relationship to you
_____ Name	_____ E-mail	_____ Relationship to you

### Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references/churches/organizations listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for working with children or youth. In consideration of the receipt and evaluation of this application by **Mars Hill Church**, I hereby release any individual, church, organization, employer, reference or any other person including record custodians both collectively and individually, from any and all liability for damages of whatever kind which may result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the bylaws and policies of **Mars Hill Church** and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I further state that **I HAVE CAREFULLY READ THE FORGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement, which I have read and understood.

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

## **MH Children's Ministries Safety Policies**

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To best ensure the safety of our children and to protect our volunteers and church community from false accusations, the elders have instructed that the following policies be fully implemented by all departments of our church.

### **Working with minors:**

1. You must apply in writing to work with minors.
2. All applications must be processed and approved by the Children's Ministries department before they participate in any capacity at any function involving minors.
3. All volunteers must have attended MH regularly for at least 6 months.

### **Adult supervision of minors:**

\*Situations may arise where these standards cannot be met. In such cases the adult in charge will use best judgment in assigning appropriate supervision.

1. An adult or any minor working with other minors should make every attempt to never be alone with an individual child.
2. In any setting where there are children nine years old or younger, two adults must be present.

### **Restroom assistance:**

1. Nursery (5-12 mos):
  - a. Diapers will be changed in a public area where other nursery workers are.
2. Toddlers (1-2 yrs):
  - a. Diapers will be changed in a public area where other workers are.
  - b. Older children usually still need assistance. Use only the restrooms designated for the children and leave the door open. Ask the child if they need your help and how they would like you to help them.
3. Preschool (3-4 yrs):
  - a. Children must be escorted to the designated bathrooms by a childcare volunteer and a childcare security guard. Check the restrooms first and make sure no one is in there. Workers should remain either outside the bathroom or inside with door remaining open (if they are in the big bathroom). Any assistance should be minimal and only as requested by the child. The volunteer helping the child must be in view of the other volunteer at all times. Return to the classroom with both volunteers.
4. Primary (grades K-1 & 2-4)
  - a. Children must be escorted to the designated bathrooms by a childcare volunteer and a childcare security guard. Check the restrooms first and make sure no one is in there. Workers should remain either outside the bathroom or inside with door remaining open (if they are in the big bathroom). They do not need assistance. Return to the classroom as a group. Return to the classroom with both volunteers.

**Appropriate Touching:** Above all, it is imperative that you are always careful to make sure your conduct is appropriate for the age group you work with.

1. For the sake of propriety and to avoid any possible unnecessary suspicion we ask that you refrain from kissing any child.
2. Appropriate touching is also important. Babies need to be held, youngsters need to be comforted, teens need affirmation; and each requires touching. But what is appropriate for one age group is not always appropriate for another.
  - a. **Nursery:** May need to be patted, held, hugged or rocked. These are appropriate and expected.
  - b. **Toddlers/Preschoolers:** Need to be hugged or held from time to time.
  - c. **School aged children:** Touching should be limited to handshakes, a pat on the arm or shoulder, or a quick "side-to-side" hug.

**Appropriate Conduct:**

You must not under any circumstances at any time, make any comments of a sexual nature or inappropriately touch a minor, watch a child in a restroom or in any way expose yourself, or make any other comments or take other actions which might be or could be interpreted as sexually arousing or satisfying to you, a child, or any other party present.

Any accusations will be taken seriously, will be investigated thoroughly and will be reported to legal authorities as required. Should an employee or volunteer be accused of sexual misconduct, they must comply with the investigation. Please put a smiley face next to your signature so I know you have read this section. Refusal to do so will result in temporary to permanent dismissal.

We ask that all employees/volunteers work together for the safety of our children. Our purpose is not to develop a cold, sterile environment but to provide a safe environment where ministry and activities for our children can continue unimpeded.

Will you join us in safely ministering to our children?

**Volunteer Statement:**

I agree with the need to provide a safe environment for children of all ages when involved in ministries and activities at Mars Hill Church. I agree to never being alone with a child while working in children's ministry.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's printed name

## **Mars Hill Church Children's Ministry**

### Brief Job Descriptions

To better define the roles of the workers in each classroom, we have noted a brief descriptions as follows. Please take some time to read thru these brief descriptions to familiarize yourself with your choices. All volunteers will be scheduled on a weekly or every other week per quarter basis.

#### **Check-in**

(Member, organized, able to multi-task, personable, can handle pressure)

Check –in is where the families get checked in to our data base, are given a pager and are given their child's name tag before they enter the children's area.

#### **Security**

(Member, men, focused, friendly, helpful, willing to be assertive, outgoing)

Our security takes their jobs very seriously!! There is one post at the front door area making sure anyone who enters the Children's Ministry area has a pager. This position is also responsible for double checking pagers, answering questions that parents may have and assisting teachers with time outs and restroom needs.

#### **Room Assistants**

(Friendly, helpful, works well with others)

All volunteers assisting the room lead are responsible for welcoming children and engaging them in activities before class time begins. Assistants are also expected to help their room lead with any other tasks.

#### **Craft Team**

(Creative, fun, self-motivated)

This is your chance to use your creativity to come up with a craft that goes with the lesson for the pre-school class and the primary class.

#### **Music Team**

(Sings or plays an instrument, needs to be a member)

Love to sing or play an instrument? This is an opportunity to share your gifts with the kids during their time of worship together. This is done on Sundays about 15 minutes after service begins for about 15 minutes. Or Wednesday nights about 10 minutes after classes start for 15 minutes. Wednesdays are October through mid June.

#### **Acting**

(Every other mid-week night and every other Sunday, needs to be a member)

Actors need to be committed believers faithfully walking the Christian walk. They must also be committed to the ministry, their parts, their team, and the kids. Actors will be responsible for knowing their parts, becoming their characters, mastering a puppet and having a lot of fun! They will also be asked to communicate with both kids and parents. For actors this is not just a bi-weekly adventure; the kids will recognize you and want to talk to you even on your weeks off.

#### **Greeter**

Many new families visit Children's Ministry for the first time each week. This position is for outgoing people that can show new families where their child's classroom is and answer any questions they may have about our policies and procedures. It's important for new families to feel comfortable with who and where their children are while they are in service.

## National Background Investigation Consent

Applicant should complete all relevant information and sign and date the form. Your **drivers' license** will need to be presented at the time application is submitted to the Childrens Ministry Department.

I, \_\_\_\_\_, hereby authorize **Mars Hill Church** and/or its agents to make an independent investigation of my background, references, character, criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for volunteering now and, if applicable, during the tenure of my volunteering with **Mars Hill Children's Ministry**.

I release **Mars Hill Church** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge (please print clearly):

Full Name (Printed): \_\_\_\_\_ Goes by: \_\_\_\_\_

Maiden Name or Other Names Used: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Date of Birth\*: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State of License: \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate / Date

**\*Please provide a photo copy of your driver's license**

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for volunteering. **Mars Hill Church** abides by all applicable state and federal employment laws.

Applicant's drivers license checked and validated by \_\_\_\_\_  
Staff signature