

Volunteer Screening Policy
(Revised 12.18.17)

Vermontville Bible Church (VBC) is responsible for ensuring the safety of children and the disabled that are entrusted to our care during programs and church sponsored events. We do not take this responsibility lightly and work diligently to take the proper steps in order to proactively screen all volunteers and employees. In light of this commitment to safety, VBC requires that individuals involved in the supervision of children/disabled be screened.

Any and all volunteers/employees working with children and the disabled must complete and submit the provided Volunteer Application. This may be returned to the office, secretary, or the pastor in a sealed envelope and they will ensure that it is kept secure and confidential.

All applicants will be run on ICHAT, and references will be contacted. Applicants cleared will be put on a list identifying that they have been approved for service. This list will be available to the Board and ministry leaders to ensure that their staff have been cleared. Those who withdraw or who are not approved, will not be on the list.

If you have a criminal history/conviction, or if you are on Michigan's Central Registry for child abuse/neglect, this does not necessarily mean that you are disqualified for service. It means that this matter will be discussed with you in a confidential manner and inquiry will be made as to whether or not you would like to proceed with reviewing the matter openly with the Elder board. If you do not wish to pursue approval with the Elder board, you will effectively withdraw your application and the matter will be closed.

Those not on the list should not be allowed to serve in specific areas of service at VBC. All Applications and clearance forms will be kept in a locked file at VBC for 5 years. Only the pastor and board approved screeners will have access to these confidential records. If you have any questions, please see the board. Once again, the goal of these procedures are to ensure the safety and wellbeing of the church.

**Sincerely,
Vermontville Bible Church Board**

Volunteer Application (Confidential)
Vermontville Bible Church
250 N. Main St. Vermontville, MI 49096
(Please complete this form ASAP and return it in a sealed envelope.)

Full Legal Name: _____ (Maiden) _____

Birthdate: ___/___/___ Cell #(____)____ - _____ Driver's Lic. #: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Social Security Number: _____ - _____ - _____

Have you ever: (circle your answer)

 Been arrested for any reason? Y or N

 Been convicted of, plead no contest to, or plead guilty? Y or N

 Been registered for any act of child molestation, exploitation, or abuse? Y or N

 Engaged in, or accused of any act of child molestation, exploitation, abuse? Y or N

 Engaged in, or accused of any act of assault, domestic violence, sexual abuse? Y or N

Are you aware of: (circle your answer)

 Having any traits or tendencies that could pose any threat to minors? Y or N

 Any reason why you should not work with children, youth, or others? Y or N

If you answered yes to any of the above please explain in detail:

List three personal character references (name, relationship, phone #):

I attest and affirm that the information contained in this application is true to the best of my knowledge. I voluntarily release Vermontville Bible Church and screener of any and all liability involving the communication of information about my background or application. I also authorize VBC to conduct a criminal background investigation.

Signature: _____ Date: _____