

FLC Children's & Youth Ministry Application Procedure for Ministry Personnel

- All ministry personnel who work with minors (children and youth who are 18 years old and younger) will require to go through the following procedure:
 1. Minimum 6 months waiting period for volunteers new to Fraser Lands Church (regular church attendance required during this period verified by references)
 2. Fill out/submit Ministry Personnel Application Form
 - for new applicants
 - all workers update info every 3 years
 3. Ministry Interview (Face to Face Interview)
 - by Ministry Pastor or designate
 4. References Checked
 - by Ministry Pastor or designate
 5. Police Information Check
 - all workers every 3 years(see Police Information Check Procedure on the back)
 6. Safety & Risk Management Training session
 - all workers once every year(offered twice annually by our Pastors)
 7. Final Approval
 - by Ministry Pastor(see Approval Checklist Appendix 3c)
- All forms and information collected will be filed at the church office. All files are confidential and access is limited to Pastoral & office staff and pre-approved personnel.
- An updated list of who has or has not submitted/completed the above forms will be kept on file at the church office. Assigned office staff will be responsible to oversee updates.
- Individual department heads are responsible to inform all workers under their care about the above 7-step procedure and to make sure the forms are submitted to the church office in a timely manner before the start of the worker's ministry service. The Ministry Pastor will be responsible to provide oversight.
- The forms go to the following people:

Ministry Personnel Application Form	→ Ministry Director	→ review, interview, check references	→ church office for filing
Police Information Check Results	→ Office Administrator		→ church office for filing
- Sample listing of current ministries that require their workers to follow this procedure:

Children's – Nursery, Children's Sunday School – Preschool/Elementary, Kidz Church, Awana Club, Kidz Kamp, VBS, FunFest, Day Camps, etc.

Teens – Teens Sunday School, Teens Fellowships, Teens Worship, Teens Camp, Teens Rally, Special Events, etc.

Adult – Childcare for fellowships and special events, etc.

Police Information Check Procedure

- All volunteers (15 yrs. old and above) serving in children's and youth ministry will require a Police Information Check done **before serving in the ministry**. Please note that this includes any babysitting or childcare for fellowships and events. Each individual ministry or department is responsible to make sure this has been done before the volunteer serves. Supervising pastors are responsible for oversight.
- Each person volunteering is required to apply for a Police Information Check in the jurisdiction they live, and not where they work. For the locations and office hours for the Police Dept. or RCMP office in each municipality, please pick up a "Police Information Check Info – Lower Mainland" handout from the church office for more specific details. Generally you will be required to bring the following:
 - A letter from the church requesting for a Police Information Check.
(This letter that states you will be volunteering at the church will waive the fee in most municipalities except for a few where you will be charged a reduced fee that will be reimbursed by the church when a receipt is provided).
 - 2 pieces of Canadian government issued I.D. (one of which must have a current photo). Acceptable ID's:
 - Valid Driver's License with Photo
 - Valid BC Identification Card with Photo
 - Passport with Current Photo
 - Birth Certificate
 - Canadian Citizenship Card
 - Permanent Resident Card
 - Immigrant Documents
 - Native Status Card
- It is the responsibility of the volunteer to submit their results of the Police Information Check to the Office Administrator at the church office.
- Supervising Pastors will be able to check the results with the church database or the church office directly.
- The processing time for Police Information Checks will depend on the response time of each municipality. Some may take 1-2 days, while others like VPD may take up to a month.
- Please plan ahead accordingly for any upcoming events that will require volunteers to be checked. Please see handout for approximate processing times.
- Each volunteer will be required to do another Police Information Check every 3 years.