

Butte First Presbyterian Church

Volunteer Work Policy

The Butte First Presbyterian Church will take appropriate measures to ensure that our volunteer workers are fit to work with the children and youth of our church. The spiritual and physical health and wellbeing of our children and youth are of utmost importance.

Requirement: All church volunteer personnel who work in a one-on-one or a small group setting with the children or youth of the Church must fill out a Volunteer Work Application Form. Volunteer personnel subject to this policy include, but are not limited to, volunteers teaching or helping with the Children's Sunday School, Vacation Bible School, Youth Group or Church sponsored events. For the purpose of this policy, Boy Scouts of America leaders are not church volunteers, subject to their own policies.

Action: The ministry unit sponsoring the volunteer position will ensure an accurate and up to date Volunteer Work Application Form is on file for each of its volunteer personnel. The Personnel Committee will request appropriate checks (e.g., background, CPS, vehicle, etc) for each volunteer.

Annually the sponsoring ministry unit will review all of its volunteer's Volunteer Work Application Forms for accuracy and update as needed.

Current/Past Volunteer: A current or past volunteer is anyone who is or has volunteered for the ministry unit in the past. A completed Volunteer Work Application Form must be on file for all volunteers who wish to volunteer in the future. The sponsoring ministry unit may deem it appropriate to have the volunteer complete the Name and Address section and the Personal Data section only. The volunteer must sign and date the last section of the Volunteer Work Application Form.

New Volunteer: A new volunteer must fill out the portions of the Volunteer Work Application Form as requested by the sponsoring ministry unit – in most cases this will be the entire form. The sponsoring ministry unit must review this completed form and conduct checks (e.g., background, CPS, vehicle, etc.) as deemed appropriate. This review and check should be done as soon as practical, preferably before allowing the new volunteer to work with the children or youth in a one-on-one or a small group setting.

Review: Annually

Retention: All active volunteer's must have a Volunteer Work Application Form on file in the church office.

Adopted by Session _____

Form Version August 2002