



St. John's Kids Volunteer Application Process

(Effective March 2023)

The following steps are required for all new volunteers who will be serving directly with children at St. John's Vancouver. This process, as well as the content of the various forms, reflects ANiC's Plan to Protect policy for safeguarding children and vulnerable people.

Note: Volunteer roles that do not involve the direct care of and/or supervision of children (i.e., preparing snacks, serving at the welcome table) do not require a full application and interview. A person may still want to complete the process so they can serve in other roles.

1. Complete Online Application:

Potential volunteers should complete the online form. This can be found on the St. John's Kids page of the website (<https://www.sjvan.org/kids>). Or a St. John's Kids ministry leader can provide the direct link (<https://sjvan.churchcenter.com/people/forms/497658>).

2. Complete Additional Forms:

Once a potential volunteer completes the online application form, they will receive an email with further instructions to complete their application.

- **Youth:** Youth are required to sign the "Youth Application Agreement" form, along with a parent, and return by email to the Children's Ministry Director.
- **Adults:** Adults are required to answer the confidential questions pertaining to their suitability to serve with children, sign the "Release of Information and Declaration of Intent", and return both forms by email to the Children's Ministry Director.
- **Criminal Record Checks:** All volunteers age 12 and older, serving with kids or youth, are required to have a valid criminal record check. Checks are valid for five years.

3. Complete an Interview

Once all of the required forms are submitted, a St. John's staff member will reach out to the potential volunteer to schedule an interview. The staff member will record relevant information using the forms provided, which will be stored confidentially.

4. Follow Up

Once the interview is complete, the St. John's Kids team will follow up with the applicant to discuss how they are best able to serve the kids and families of St. John's Vancouver and our wider community. The final decision on if and how a person will serve depends on several factors including the applicant's spiritual maturity, character, biblical/theological knowledge, gifting, our ministry needs at that time, and of course, the applicant's own preference and capacity for where and how they would like to serve.