



# 2010-2011 Walnut Creek Presbyterian Church High School Ministry Leadership Application

## About our ministry...

Simply put, we exist to help bring students closer to Jesus! We desire for them to develop a personal relationship with the Savior. We do this through large group teaching, times of worship, community building, service, small groups and retreats. Come join us as we follow God's call to disciple high schoolers!

## The process of becoming a volunteer...

Thank you for your interest in volunteering with Student Ministries! This application has several purposes. First, we want to get to know you and what gifts you would like to bring to this ministry. The second purpose is to ensure that Student Ministries remains a safe place for youth. We will be asking serious questions about your background and experience. Since safety is one of our core values, you will be asked to provide references that speak honestly of your character. You will also be asked to complete a \$5 online Sexual Abuse Awareness training as well as a nationwide criminal background check.

Acknowledging God's redemptive work, it is our desire that the staff of Student Ministries are people of the highest quality and of the noblest intent. We will not compromise on the importance of these values. And we certainly will not compromise on the safety of all youth entrusted to us. Our kids deserve the best!

This application is to be completed by all applicants for any volunteer position involving the supervision or custody of minors. This is not an employment application form. This form is being used to help Walnut Creek Presbyterian Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. Identity must be confirmed with a state driver's license or other photo identification.

## The application process...

- CHAT** with the High School Director and talk about your interest
- VISIT** a program as part of your prayerful discernment
- APPLY** by completing this application and returning it personally or in the mail to:  
Attn: Brendan Cheney  
1801 Lacassie Ave.  
Walnut Creek, CA 94596
  - Complete the required nationwide criminal background check
  - Sign WCPC's Sexual Misconduct Policy Acknowledgement
  - Complete the required \$5 online Sexual Abuse Awareness training

PLEASE NOTE: If you have already completed the nationwide criminal background check (or are under the age of 18), and/or signed the newly revised sexual misconduct form, please disregard those portions of the application.

- COMMIT** to impact kid's lives for the year through your consistent work with them.

If you have any questions about this process, please contact Brendan Cheney, High School Director at 925.935.1574 x124 or [bcheney@wcpres.org](mailto:bcheney@wcpres.org)



student ministries leader application  
 General Information  
**CONFIDENTIAL**

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Address City State Zip

How long have you lived at your current address? \_\_\_\_\_

Previous address: \_\_\_\_\_

Please list all cities and states where you have lived as an adult: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_

Do you have a current driver's license? (y/n) \_\_\_\_ DL#: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever had a driver's license in another state or under a different name?  
 (y/n) \_\_\_\_ Name: \_\_\_\_\_ State: \_\_\_\_\_

Sex (circle one): M F Work Status (circle one): Full time Part time Student

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Marital Status (circle one): Married Single  
 Spouse's Name \_\_\_\_\_

How long have you been consistently attending WCPC? \_\_\_\_\_

Are you a member? (y/n) \_\_\_\_ If yes, for how long? \_\_\_\_\_

List the names and addresses of other churches you have attended regularly during the past 10 years:

\_\_\_\_\_

Please list *all previous church work* involving children, youth, impaired adults or special needs individuals. List each church's name and address, type of work carried out, dates and a contact person familiar with your work there. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list *all previous non-church work* involving children, youth, vulnerable populations, impaired adults or special needs. List each church's name and address, type of work carried out, dates and a contact person familiar with your work there. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



student ministries leader application  
Personal and Spiritual History  
**CONFIDENTIAL**

Share briefly about how you how/when you accepted Jesus as your Savior.

What are your most important beliefs about God?

Briefly describe how you are growing in your spiritual journey now and what accountability you currently have (i.e.: small groups, prayer partners, mentors, etc.)

What would you tell a student if they asked you, "how do I get to heaven?"



student ministries leader application  
 Personal and Spiritual History  
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What are some of your strengths/gifts and weaknesses?

List any talents, vocations, preparation, training or other experiences which have equipped you to work with children, youth or vulnerable adults.

The following questions are required by legal/judicial precedent in actions taken against churches where liabilities were determined due to incomplete screening of volunteer staff members. Please help us by answering these questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy. Answering yes, or leaving the question unanswered will not necessarily disqualify you from work with children or youth. If any of these questions bring up concerns in which you would like to talk with a pastor, please check here.\_\_\_\_\_ Please use the back of this page, if necessary.

(y/n)\_\_\_\_\_ Do you currently have any health issue that could place youth, other workers or yourself at risk? If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why do you want to work with children or youth at Walnut Creek Presbyterian Church? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have a preference concerning the age group or sex of children or youth with whom you would like to work? Why? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What is your philosophy concerning the re-direction or discipline of children or youth? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

When you are unhappy, angry or emotional about a person or circumstance, what do you do? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



student ministries leader application  
 Personal and Spiritual History  
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(y/n)\_\_\_\_\_ Have you experienced any significant physical or emotional stresses within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

(y/n)\_\_\_\_\_ Do you consider yourself to have been physically or sexually abused as a child? (This information will be kept entirely confidential). If yes, please give any details you wish to provide: \_\_\_\_\_

\_\_\_\_\_

If yes, would you consider utilizing church resources to seek healing in this area of your life? \_\_\_\_\_

\_\_\_\_\_

(y/n)\_\_\_\_\_ Have you ever been disciplined or dismissed from employment or volunteer positions by any employer, including charitable and religious organizations, following an allegation of physical abuse, sexual abuse, sexual misconduct, sexual harassment or other immoral or inappropriate behavior or conduct involving children, youth or adults? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

(y/n)\_\_\_\_\_ Have you ever been the subject of a civil lawsuit involving an investigation or allegation of physical abuse, sexual abuse, sexual misconduct, sexual molestation, sexual harassment or other immoral or inappropriate behavior or conduct involving children, youth or adults? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

(y/n)\_\_\_\_\_ Have you ever been convicted of any offense related to child abuse (physical or sexual) or actual or attempted sexual molestation of a child or teenager? If yes, please explain nature, date, location of conviction and other facts you wish to provide: \_\_\_\_\_

\_\_\_\_\_

(y/n)\_\_\_\_\_ Have you ever been convicted of any felony criminal charges? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

(y/n)\_\_\_\_\_ Are you using illegal drugs?

(y/n)\_\_\_\_\_ Have you ever gone through treatment for alcohol or drug abuse?

**Personal References**

Please provide one professional reference (if applicable), one personal reference and one family member. References must include one non-family member and one member of the opposite sex. If you have prior experience with children or youth, please provide a relevant reference.

Name	Phone/Email	Type of relationship
Name	Phone/Email	Type of relationship
Name	Phone/Email	Type of relationship



student ministries leader application  
 Agreed Code of Conduct and Release  
**CONFIDENTIAL**

**Please initial each of the following statements:**

\_\_\_\_\_ I declare that all statements and information contained in this application are correct, accurate and not misleading in any way. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.

\_\_\_\_\_ I understand that my references and contacts including churches, employers, organizations and individuals listed may be contacted and I authorize them to give you any information (including opinions) they may have regarding my character and fitness for work with children or youth.

\_\_\_\_\_ I understand that Walnut Creek Presbyterian Church has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that WCPC cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.

\_\_\_\_\_ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult and I have never been accused of these acts.

\_\_\_\_\_ I understand that a **nationwide background check** will be conducted (including SSN verification, address history trace, and searches in the National Criminal Database and National Sex Offender Registry) and the \$5 **online Sexual Abuse Awareness training** will be completed by me before I begin service as a volunteer.

\_\_\_\_\_ I understand that I may be interviewed before I begin service as a volunteer.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application to provide volunteer services, and refusal to inform WCPC of the contents of a sealed criminal record will result in the automatic denial of the application.

\_\_\_\_\_ If accepted as a volunteer, I agree to read and abide by all guidelines and policies regarding working with children and/or youth.

**Release**

I authorize any references including churches, employers, organizations and individuals listed to in consideration of the receipt and evaluation of this questionnaire by Walnut Creek Presbyterian Church, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. I understand that the personal information contained in this application will be held in confidence by Walnut Creek Presbyterian Church.

I agree to be bound by the Bylaws and Policy of Walnut Creek Presbyterian Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I affirm that I will strictly comply with Walnut Creek Presbyterian Church's policies and procedures, including those concerning child and youth safety and protection, sexual abuse and misconduct and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal or disciplinary action, all at the discretion of the Walnut Creek Presbyterian Church.

I further state that I have carefully read the foregoing 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 understand.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Reviewer (Staff): \_\_\_\_\_ Date: \_\_\_\_\_

**CONFIDENTIAL**

**Walnut Creek Presbyterian Church  
Background Check Authorization**

Area of Service/Ministry: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Walnut Creek Presbyterian Church** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Walnut Creek Presbyterian Church** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release **Walnut Creek Presbyterian Church**, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

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

**WALNUT CREEK PRESBYTERIAN CHURCH**

**Sexual Misconduct Policy Acknowledgement**

I acknowledge that I have received a copy of "Walnut Creek Presbyterian Church Policies on Sexual Misconduct" and will read this policy and conduct myself in accordance with this policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**PLEASE RETAIN THIS COPY OF “WALNUT CREEK PRESBYTERIAN  
CHURCH POLICIES ON SEXUAL MISCONDUCT” FOR YOUR RECORDS.**

**I. SEXUAL MISCONDUCT POLICY**

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**A. GENERAL POLICY STATEMENT**

It is the policy of WCPC that all church members, church officers, member and non-member employees, and volunteers maintain the highest integrity of ministerial, employment, and professional relationships at all times. Relationships between adults and between adults and children or youth must always be free not only of sexual misconduct, but also of sexual harassment, intimidation, innuendo, and any verbal or physical activity or other conduct which creates a hostile and offensive environment. Sexual misconduct and harassment not only violate the principles set forth in Scripture and the laws of the state, but they also violate the ethical responsibilities and duties of those persons in ministerial, pastoral, employment, professional, and volunteer positions.

Sexual misconduct and sexual harassment are never permissible or acceptable. Violation of this policy is grounds for immediate dismissal.

Sexual harassment has been defined as a form of sex discrimination, consisting of unwanted sexual advances. Examples of prohibited sexual harassment include:

- 1) Supervisors or managers explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion or retention decision.
- 2) Oral or written sexually suggestive or obscene comments, jokes, or propositions.
- 3) Unwanted physical contact, such as touching, grabbing, or pinching.
- 4) Displaying sexually suggestive objects, pictures, or magazines.
- 5) Continual expression of sexual or social interest after an indication that such interest is not desired.
- 6) Conduct with sexual implications when such conduct interferes with the employee's work performance or creates an intimidating work environment.
- 7) Suggesting or implying that failure to accept a request for a date or sex would adversely affect the employee in respect to a performance evaluation or promotion.

It is the policy of WCPC to abide by the Presbytery of San Francisco Policy and Procedures on Sexual Misconduct (available upon request). The Presbytery of San Francisco, through its Committee on Ministry, has primary responsibility for implementing its policy for ordained staff.

Employees must freely and whole-heartedly endorse and adopt this policy as a condition of employment.

## B. POLICY RELATING TO CHILDREN AND YOUTH

- 1) **Background:** An important factor in providing quality care to children and youth is ensuring their health and safety by protecting them from abuse and neglect both in the home and in the care of the church. In this policy, “child” refers to children who participate in Children’s Ministries activities and “youth” refers to children who participate in Student Ministries activities. Child or youth sexual abuse is a category of abuse that includes, but is not limited to,
  - a) Any sexual contact or sexual interaction between a child (under the age of eighteen years) and an adult.
  - b) Any use of a child for the sexual stimulation of an adult, a third person party, or the child.
  - c) Any risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures between an adult and a child.
- 2) **Preventative Measures:** In addition to careful screening of workers with children and youth as outlined in this policy, WCPC has established procedures and rules to prevent sexual misconduct. All WCPC employees, no matter what category or status, must be trained annually on these procedures and rules. Employees who work with children and youth are instructed to immediately involve the Children’s Ministries or Student Ministries staff in all uncomfortable situations. These procedures and rules include the following:
  - a) Two or more adults will be present in any setting with a child, children, or youth. For youth activities, a supervising team of men and women adults is preferred. For overnight activities, if the participants include boys and girls, then men and women adult leaders must be present. It is never appropriate for an adult leader who is not a family member to share a bed with a youth.
  - b) Corporal punishment (spanking, hitting, or otherwise inflicting physical pain) of children or youth is not appropriate at WCPC even if the parents have suggested, or given permission for, corporal punishment.
  - c) Physical contact between workers and youth should be minimal and only in the presence of other adults. Inappropriate touching includes long hugs, having youth sit on one’s lap, and any type of kissing. A youth’s preference not to be touched should always be respected. A higher level of physical contact is appropriate for younger children.
  - d) Team counseling is preferable whenever possible. Counseling should be done in a public place where private conversations are possible but occur in full view of others. If counseling is done one-on-one, another adult must be notified of the location. If possible, women should counsel girls and men should counsel boys.
  - e) Youth workers must immediately report to the Director for Student Ministries if a minor discusses harming himself or others, committing a crime, or being abused (this includes threatening suicide, sexual relations with an adult,

threats made to others, and physical or sexual abuse). There are limits to confidentiality when working with youth, and any serious issues discussed in confidence should be reviewed with the director or the pastor.

- f) No adult employee is to date a youth or be romantically or sexually involved with a youth. There are no exceptions to this rule.
  - g) Employees must avoid even the appearance of misconduct. This is necessary to maintain parental confidence and avoid mistaken allegations.
  - h) Employees must report suspected or observed misconduct by other employees or volunteers in the Children's Ministries or Student Ministries program to the Director of Children's Ministries, Director for Student Ministries, or another pastor immediately.
  - i) Employees who violate these rules may be reassigned or relieved from their ministry responsibilities at the discretion of the Director of Children's Ministries, Director for Student Ministries or the department elders.
- 3) Reporting Procedure:** The State of California has a mandatory reporting statute for some categories of employees (see Form B—Child Abuse Reporting Acknowledgment, which is available in the Children's Department or in the Finance Department). However, anyone can report child abuse and neglect. Because of our concern for the welfare of children and youth at WCPC, all teachers, aides, and caregivers are asked to report suspected abuse, neglect, or inappropriate behavior directly to the Directors of Children's Ministries or the Director for Student Ministries, as appropriate, using Form I. Because our employees and volunteers vary in levels of training and experience the following reporting procedure will be followed:
- a) Suspicions or concerns shall be reported orally to the Director of Children's Ministries or Director for Student Ministries while the child or youth is still in care.
  - b) If that is not possible, the concerns shall be explained in writing on the Child Abuse Concern Report Form (Form I), which is available in the Children's Department or in the Finance Department, before the caregiver or volunteer leaves the church. The form must be sealed in an envelope and put in the Director of Children's Ministries or Director for Student Ministries box in the main office. This form must and will remain confidential.
  - c) The caregiver or volunteer should call the Director of Children's Ministries or Director for Student Ministries that day to inform him/her of submission of a report of suspected abuse.
  - d) The Director of Children's Ministries or Director for Student Ministries must contact the caregiver or volunteer for more information and, if appropriate, consult with the parents.
  - e) The Director of Children's Ministries or Director for Student Ministries must confirm relevant information and inform the Children's Ministries Department Elders or Student Ministries Elders and the Senior Pastor to the extent needed for them to help make a decision about the action required. The Director of Children's Ministries or Director for Student Ministries must file a

WALNUT CREEK PRESBYTERIAN CHURCH  
PERSONNEL & COMPENSATION POLICIES

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report with Child Protective Services, if warranted. If such a report is filed, the Directors cannot be held liable for participation in making the report.

It is of utmost importance that this procedure be done as quickly and carefully as possible with complete confidentiality.