

Calvary Chapel Dayton Valley

Children's and  
Youth's Ministry

Handbook

CCDV  
KIDS

Rooted  
Sr. High

Against the Flow

Jr. High

28 Enterprise Way  
Dayton, NV 89403

775-241-9213





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# 1

## ***Our Ministry Programs***

*“And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and your gates.” -Deuteronomy 6:6-9*

### **Ministry Application**

Individuals desiring to serve in our Children's Ministry Programs must submit an application and be approved by the Assistant Pastor. Please also refer to the section on Job Descriptions for further details on the requirements of specific positions.

As part of the application process, a criminal background check and reference check will be completed for all individuals, for the protection of our children.

### **Sunday School**

Sunday school is provided for children ages 3 years through 5<sup>th</sup> grade. This is a ministry with an emphasis on fun, but formal biblical instruction. We provide our teachers with curriculum. These enable us to walk the children through the Bible, and study the history of God's people, as well as equip the children to be able to share what they believe. Our talented teachers are blessed with applying the Word of God to the everyday lives of our children.

Children 0-5 years advance to the next class on their birthday day.

Children K-5<sup>th</sup> grade advance to the next grade level after vacation Bible school

### **Sunday School Ministry Opportunities include:**

Sunday School Teachers

Classroom Helpers

## **Nursery and Toddler Ministry**

Nursery care is provided for infants and toddlers from birth to 3 years old. This is the first part of our Care Ministry and is offered concurrently with our Sunday School classes and other programs. Our goal is to provide a warm, safe environment for our very young where they can begin their new life as part of the Lord's family. We believe that children are a gift from God and our desire is to minister to their little spirits.

The second part of our Care Ministry is the Toy Cleaning Team. This is a group of individuals who deep clean and disinfect our toys, swings and other areas in the nursery and preschool rooms. This takes about 30 minutes twice a month and helps keep our children from being exposed to germs and provides our parents with peace of mind.

Nursery and Toddler Ministry opportunities include:

Nursery Caregiver

Toddler Caregiver

Toy Cleaning Team

## **Vacation Bible School**

Vacation Bible school is provided for children 3 years old to 6<sup>th</sup> grade. It is scheduled for one week out of the summer, dates vary year by year. This is a Large Group Ministry and the focus is on evangelism and outreach. The curriculum and theme vary each year. We strive to provide an atmosphere where there is fun, informal teaching so that families can invite their unsaved and unchurched friends and family. We are intentional about giving the gospel message during the VBS week.

VBS Ministry opportunities include:

Teaching

Small group leaders

Skit players

Design and decoration

Game leaders

Craft leaders

Snack leaders

Singing and Song teaching

Advertising

\*\* These opportunities are theme specific- information is available during the months surrounding VBS.

## **Wednesday Evening**

During Wednesday evenings, our mid-week service is provided for nursery through Senior High. Wednesday classes teach and focus on fellowship and discipleship, using curriculum that follows the Bible. Curriculum is provided for the teachers.

### **Wednesday Night Ministry opportunities include:**

Classroom leaders

Classroom helpers

Nursery/toddler caregivers

## **Youth Ministry**

### **Rooted (Sr. High) & Against the Flow (Jr. High)**

*We are committed to the Lord's work of making disciples out of our youth. We appreciate your desire to be involved.*

**Jr. High** - consists of students in Seventh and Eighth grades. Students from Sixth grade graduate up to the Jr. High ministry at the END of VBS every summer. At that time, eighth grade students also graduate up to the High School ministry. Exceptions to this rule must be reviewed by ministry director.

**Sr. High** -consists of students in the Ninth, Tenth, Eleventh and Twelfth grades.

### **Extra Events**

We currently enjoy one additional event every quarter with our youth. This can be an "on campus" event where we watch a movie, or have a game night, or it can be an "off campus" event such as a hike, or bowling or laser tag. Every event requires an event proposal form to be submitted to an elder for approval.

Because of age appropriateness and maturity levels, we usually keep the Jr. and Sr. High events separate. When and if it necessitates, we can combine the groups.

# 2

## ***Our Ministry Job Descriptions***

*“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.” -2 Timothy 2:15*

Positions in our Children’s Ministry are volunteer. Volunteer positions are unpaid, service positions, to use your God given talents and gifts to edify our children.

### **Sunday School Teacher**

Position Purpose: to provide a formal learning environment for God’s Word for children nursery age thru Senior High, to provide learning opportunities to apply God’s Word to the everyday life of children, and to present the gospel message in a way that children understand.

Requirements: must be a born-again believer in Jesus Christ who exhibit’s a consistent testimony and godly walk, must complete a primary screening form and child abuse prevention packet (including a background check), share testimony and explanation of how you were saved, must spend regular time in God’s Word and in prayer, must attend one weekly adult service on a regular basis.

Our desire is to provide consistency for our children. We believe that the Lord will put on their heart the length of their commitment, and ask them to stay as long as they feel led.

Responsibilities:

1. Please arrive in classroom at least 10 minutes early with lesson materials prepared.
2. Prepare Bible lesson and learning activities using the provided curriculum.
3. Assign specific duties to classroom helpers, if any.
4. Supervise check-in and picking up of children.

continued

## **Sunday School Teacher Responsibilities** (continued)

5. Supervise classroom maintenance and clean up.
6. Sign-in children as they arrive using the current procedure and introduce yourself to parents of any new students (if present).
7. Use a Bible during your lessons and be prepared to lead age appropriate discussion.
8. Plan activities/crafts to compliment the lesson and gather snacks and drinks from kitchen.
9. Supervise clean up and return of all items where they belong- be mindful that your room may be used by other ministries during the week.
10. Communicate God's Word in a way that children understand and that can hold their attention.
11. Please make every attempt to give adequate notice before a Sunday when you will be absent except in the event of illness.
12. Must attend all scheduled teacher trainings and meetings.
13. Must have a background check completed.



## **Nursery and Toddler Helpers**

Position Purpose: to communicate nursery or toddler needs, to provide quality care for children ages birth to 36 months while other church programs are in progress, to provide supervision of children while in the nursery or toddler rooms, to take care of the personal needs of each child (diaper changing, feeding, cuddling, etc.).

Responsibilities:

1. Arrive in Nursery classroom at least 10 minutes before service starts.
2. Help supervise children and see that all are safe and comfortable.
3. Assist with the personal needs of each child (diaper changing, feeding, snacks, cuddling, etc.)
4. Assist with check in and pick up of children following the current procedures and see that all personal belongings are sent home.
5. Assist with nursery clean up after children have left including but not limited to: vacuuming, empty trash, disinfect changing areas, swing, high, chair, etc.)
6. Bring any concerns regarding a child's health or welfare to the Nursery Teachers or the Children's Coordinator.
7. Must have a background check completed for those 18 or older.

## **Sunday School Classroom Helper**

Position Purpose: to provide assistance to the Sunday School Teacher, to provide a quality teaching environment to children ages 3 years thru Senior High, to involve parents and other adults in the learning process of their children.

Responsibilities:

1. Arrive at least 10 minutes early.
2. Assist Sunday School Teachers with classroom set up and preparation.
3. Assist children with learning activities.
4. Supervise children so that all areas are safe and comfortable.
5. Assist with classroom clean up at the end of service. Be mindful that your classroom may also be used by other ministries during the week.
6. Help with behavior during lessons so that the teacher is not interrupted.
7. Help with preparation of materials (arts or games, etc).

## **Wednesday Evening Teacher**

**Position Purpose:** to provide a formal learning environment for God's Word for children age 3 to Senior High, to provide learning opportunities to apply God's Word to the everyday life of children, and to present the gospel message in a way that children understand.

**Requirements:** must be a born-again believer in Jesus Christ who exhibit's a consistent testimony and godly walk, must complete a primary screening form and child abuse prevention packet (including a background check if you are over 18), share testimony and explanation of how you were saved, must spend regular time in God's Word and in prayer, must attend one weekly adult service on a regular basis.

Our desire is to provide consistency for our children. Teachers are not asked to make a time commitment. We believe that the Lord will put on their heart the length of their commitment, and ask them to stay as long as they feel led.

**Responsibilities:**

1. Arrive in classroom at least 10 minutes early with lesson materials prepared
2. Prepare Bible lesson and learning activities using the provided curriculum.
3. Supervise check in and the picking up of children.
4. Check in children as they arrive using the current procedure, and greet new parents who may be dropping off first time students.
5. Use the Bible with your lesson and be prepared to lead age appropriate discussion.
6. Supervise clean up and return of all items where they belong. Be mindful that your room may be used by other ministries during the week.
7. Communicate God's Word in a way that children understand and that can hold their attention.
8. Please make every effort to give adequate notice before a Wednesday when you will be absent except in case of illness.
9. Must attend all scheduled teacher trainings and meetings.

### **Disciplers (teachers)**

Discipling (teaching) is done by individuals that the students know and trust.

Prospective teachers are encouraged to sit in on classes to get to know students and teachers. See "Sunday School Teacher" Job Description

Substitutes are needed from time to time. It is the responsibility of the regular teacher to provide subs with the appropriate curriculum or lesson plan.

### **Chaperones/Drivers**

Events usually need many chaperones and drivers. This will require volunteers to show up at the event and supervise our youth.

Interacting with them is key to them feeling comfortable and being willing to participate.

Drivers must fill out a driver form and have current insurance and suitable driving record.

Drivers should always be vigilant to maintain the appearance of propriety (no male drivers alone with female students & vice-versa)

The focus of our ministry to the youth is to make their relationship with Jesus Christ relevant to their lives. This is accomplished through the teaching of the word in a way which emphasizes practical application in their lives. Disciplers are encouraged to challenge students through classroom discussion and individual coaching.

Please carefully read section three of the ministry handbook.

Students in youth ministry often face many trials, and can benefit from biblical advice from a trusted adult. We want to encourage that relationship among students and teachers of the same gender. It is imperative to be wise in how we approach these situations.

Private conversations can be had in a quiet corner, or in a room with an open door. Do not put yourself in a circumstance which could be misinterpreted by others.

Personal information that students share should be kept confidential from their peers. However no indication should be given that information will be confidential from parents/guardians. Our students are still minors and it is our responsibility to inform parents/guardians of any threats to their safety.

Student behavior which is contrary to scripture or dishonoring to their parents/guardians should be challenged. The importance of the student taking responsibility for and disclosing their actions to their parents/guardians should be stressed.

# 3

## ***Child Abuse Prevention Policies and Procedures***

*“And whatever you do, do it heartily, as to the Lord.”  
-Colossians 3:23*

Our goal for all children attending Calvary Chapel Dayton Valley is that each one develops a personal relationship with Jesus Christ. We want them to know Him and to be able to hear His voice. We believe that God has gifted each child and we want to nurture those gifts in them. We believe that if a child begins to exercise his/her gifts at an early age, they will not have to question God’s calling later in life.

The primary objective of our Children’s Ministry is to provide a safe, secure, loving environment where children can participate and where parents feel comfortable leaving their children. Consequently, Calvary Chapel Dayton Valley is implementing a policy that reflects our desire to:

1. Keep our children safe from sexual molestation and other child abuse.
2. Keep our staff and volunteers protected from accusations.
3. Keep our church free from lawsuits and other liability exposure.

Our first line of defense in preventing child abuse is the application, screening, and interview process that all volunteers must complete prior to being placed permanently in a classroom or nursery. To this endeavor we commit our spiritual guidance and resources to help our church accomplish our goals and objectives.

## **Selection and Screening of Workers**

***All people who work with youth or children regardless of their area of ministry are required to adhere to the following policies:***

1. Each worker is to complete an application and be interviewed by the Children's Ministry Director or other designated leader. Personal references will be verified.
2. Each applicant must not have been convicted or removed from employment or other volunteer work because of abuse, molestation, or other deviant acts. When considered appropriate, a criminal background check is to be requested from the current investigative service implemented by Calvary Chapel Dayton Valley.
3. All volunteers must be a regular attendee of Calvary Chapel Dayton Valley, and have attended for a minimum of three consecutive months.
4. All applications and records are to be considered strictly confidential. Such information must be marked "Confidential" and access is to be restricted to those few persons who have legitimate interest in the information.
5. A written explanation of policies and practices is to be provided to all new workers on an annual basis. Each volunteer and instructor must sign an attendance list verifying the training, if required.

## **Classroom Procedures**

1. Doors must always remain unlocked in classrooms where children's activities occur.
2. Appropriate touching with children should be minimal and only in the presence of adults. This should be limited to handshakes, "high-fives", brief hugs, or a touch on the shoulder.
3. In situations in which an adult has a legitimate reason to be alone with a child or group of children (other than the regular church functions), a written consent from the parent(s) must be obtained. Workers should also notify an appropriate church leader of such meetings in advance.
4. Children are not to be left alone with any helper or other individual who has not completed an application. The teaching staff is to be instructed that it is their responsibility to oversee and safeguard the children at all times.
5. Any inappropriate conduct or relationships between an adult volunteer and a child must be confronted immediately and investigated. If the Calvary Chapel Dayton Valley abuse policy was violated, the volunteer's services will be terminated and a report will be made to the proper authorities.

continued

## **Classroom Procedures** continued

6. All children must be checked in to their classrooms. Children (ages birth through 5th grade) **MUST** be picked up by their parent(s) or other designated guardian. Any non-designated person will not be allowed to pick up a child unless the teacher is notified by the parent at check-in.

## **Nursery/Toddler Check-In/Dismissal Procedures**

1. Babies and toddlers (up to age 3 and in diapers) must be checked in to the nurseries using the current check-in procedure. If anyone other than the parent(s) attempts to pick them up, they will not be allowed to do so unless designated at check-in. The child will only be released to a designated person.

2. In the nurseries, diapers are to be changed only in the designated area in the presence of other workers. Workers must wear latex gloves and follow the communicable disease guidelines (see p. 24). This procedure also applies when handling blood.

## **Restroom Procedures**

1. Workers should never take a child alone to the restroom. They should be accompanied by another adult or leave the doors open.

2. Workers should enter a restroom only when it is absolutely necessary to assist a child. Remain in plain view of others and keep the door open.

3. Males **may not** take girls to the restroom. Females may take girls or boys, if necessary, following the above procedures.

## **Approved Activities**

1. Activities or outings outside of regularly scheduled classes, including use of the grass area behind the church, must be pre-approved by the Children's Ministry Coordinator or Assistant Pastor.

2. Workers are never to take a child to the child's home without written permission from the parent(s) and they must also be accompanied by another adult worker.

## **Reporting Procedures**

1. All workers are to be familiar with the definitions and types of child abuse which include, but are not limited to ( [www.dcss.state.nv.us/](http://www.dcss.state.nv.us/) ):

In Nevada, abuse or neglect of a child means physical or mental non-accidental injury; sexual abuse or sexual exploitation; or negligent treatment or maltreatment of a child under the age of 18 caused or allowed by a person responsible for his welfare.

**Physical abuse** includes non-accidental physical injury to a child such as a sprain or dislocation of an arm or leg; damage to cartilage tissues, such as a broken nose; fracture of a bone or the skull; injury to an internal organ; burns or scalding; cuts, lacerations, punctures or bites; permanent or temporary disfigurement; or a permanent or temporary loss or impairment of a part or organ of the body.

**Emotional abuse** or “mental injury” means an injury to the intellectual or psychological capacity or the emotional condition of a child. This type of injury results in observable and substantial impairment of a child’s ability to function within his normal range of performance or behavior.

## **Responding to an Incident**

If an allegation (against a Calvary Chapel Dayton Valley volunteer) occurs, please follow these guidelines:

- a. The allegation will be IMMEDIATELY brought to the attention of the Pastor and another Elder, as well as the Children’s Ministry Director, and reported, if necessary, to the church insurance company, Child Protective Services, the appropriate Sheriff’s Department, etc.
- b. We WILL NOT attempt to conduct an in-depth investigation. This will be left to professionals who are familiar with these cases.
- c. When required, the parents will be notified.
- d. We will take all allegations seriously and not pre-judge the merit of the case. Showing care and prayerful, Biblical support helps to prevent further hurt.
- e. Treat the accused with dignity and support. The accused person (s) shall be relieved of their duties until the investigation is completed, and the allegations are cleared or sustained.
- f. An Elder will be chosen as a spokesperson and a position will be prepared for the media, if necessary.

continued

## **Responding to an Incident** continued

- **Remember: a charge of abuse can take on a life of its own. The resulting emotional environment becomes intense and painful. Our legal system declares that a person is innocent until they are proven guilty; however, it seems that in allegations of sexual abuse/molestation, the media and the public perceive the accused as guilty before they are declared innocent. Please be mindful of this.**
- *As a representative of Calvary Chapel Dayton Valley, it is imperative that you do not put yourself in a position where you could be falsely accused on improper conduct. If you are alone with a child, and they make an accusation against you, you will have no one who can testify of your innocence.*
- **Church insurance will not pay for an individual's legal defense if he/she is proven guilty of a sexual misconduct charge.**

**Please protect yourself!**

**"I am sending you out like sheep among wolves. Therefore, be shrewd as snakes and as innocent as doves." -Matthew 10:16**

You must read and sign the Child Abuse Prevention Policy located in the right hand pocket of the Children's Ministry folder and return with your Ministry Application.

**If you have any questions, please contact the church office  
775-241-9213**



## **Communicable Disease Policy**

### **Procedure: guidelines relating to persons with infectious diseases.**

*These guidelines apply to infectious diseases transmitted through contact with blood, blood products, excretions, secretions, tissues (including open skin lesions, urine, saliva, vomit, feces, tears, sweat, etc.), or drainage from any orifice.*

#### 1. General

- a. Careful hand washing using antibacterial soap before and after contact with all individuals and his/her belongings (e.g. urine, blood, clothing) is the most hygiene practice. Pay particular attention to around and under fingernails and between the fingers.
- b. Disposable latex gloves shall be used anytime there will be contact with blood or body fluids. (e.g. urine, blood, bowel movements, disposable diapers, gauze pads, or dressings). Gloves need not be worn in ordinary contact.
- c. Surfaces contaminated with blood or body fluids will be promptly cleaned and disinfected with a solution of household bleach or Lysol spray. This solution should be left on the surface to be disinfected for at least ten minutes before it is rinsed or wiped off. The surface will be wiped with a disposable cloth and then rinsed with another disposable cloth containing warm water. You may also use throw away paper pads or plastic covering on the surface being used which will eliminated the need to disinfect the area.

#### 2. Personal Contact

- a. Affection is an important part of care, especially for young children. Cuddling, hugging, feeding, and kissing on non-mucus membranes (ex: the cheek) are considered perfectly safe.
- b. Care providers who are accidentally exposed to blood or body fluids (i.e. urine) should wear gloves when removing their soiled clothing and wash with antibacterial soap and water. Contaminated garments should be put in a plastic bag and closed tightly. Wear gloves when taking the soiled article out to wash it with detergent containing bleach. When accidental skin contact occurs, remove blood or body substances by washing areas with antibacterial soap and hot water or a bleach solution.

## **Communicable Disease Policy** continued

C. Biting - any display or an orientation toward biting (child v. child or child v. adult) should be immediately and firmly discouraged. This activity should then be brought to the attention of the parents and the attention of the Children's Ministry Director by the person involved or teacher that has witnessed the event.

### 3. Contact with blood

a. Skin breaks - persons providing care should attempt to minimize breaks in their skin. Chapping of hands can be prevented by the use of hand lotions. If the ill person has breaks in the skin, the caregiver should use latex gloves when touching those areas. Good hand washing with an antibacterial soap should be used before and after any direct contact.

b. Bleeding Lesions - bleeding or oozing cuts or abrasions either on the caregiver or ill person, should be covered with gauze or adhesive bandages whenever possible. The caregiver's fingernails should be kept from scratching or cutting the child.

### 4. Items that may be contaminated with secretions and excretions

a. Food, dishes, and utensils, mouth to mouth sharing of food and other objects ( i.e. pencils and toys) should be discouraged. Utensils (knives, forks, and spoons) should not be shared.

#### b. Disposable Items

1. Used latex gloves, gauze pads, disposable diapers, disposable washcloths, disposable changing pads or covers, or any other disposable materials from the children should be carefully and promptly discarded in sealed trash bags or containers.

# 4

## ***Frequently Asked Questions***

*“For I know the thoughts that I think toward you, says the Lord, thoughts of peace and not of evil, to give you a future and a hope.” -Jeremiah 29:11*

### **What do I do when I am going to be absent?**

As soon as you realize that you will be absent, please contact the Children’s Ministry Director immediately at 241-9213, or communicate planned absences in person, along with the dates you will be gone.

This gives us time to make calls and find a replacement (if you have not already found one). Also, please make arrangements to get the lesson and/or plans to your sub. You can hand them over directly, leave them in the church office for pick up, or leave them in your classroom. But be sure to communicate to your substitute and the Children’s Ministry Director where it is so there is no confusion.

### **What do I do if a child appears to be sick?**

Well Child Policy

The Well Child Policy is this: if a child has a rash, a fever, or cough we will ask the parent to bring them back when they are well. If the child has a runny nose discharge that is yellow or green we will also ask the parent to bring them back when they are well. (Some children have certain coughs related to asthma that are not necessarily indicators of illness.)

If you are unsure whether a child should be asked to leave, please contact the Children’s Ministry Staff.

## **How do I locate the Children's Ministry Staff on a Sunday morning or Wednesday evening if there is an emergency?**

You can also send a class helper to find an Elder or a "security" team member.

If there is a serious injury requiring immediate medical attention or hospitalization, please call 911 from your cell phone and then contact the Children's Ministry Coordinator or Assistant Pastor immediately.

## **When is it time to locate/contact a parent?**

### **(nursery/preschool ages)**

It is time to find the parent when a child is hurt or inconsolable.

As parents drop off their infant or young child, ask them "if your child cries, how long do you want us to wait before we send for you (5, 10, 15 min)?" That question opens up dialogue between you and the parent(s) and establishes a comfort zone. The answer will be different for each family and you want to respect their answers.

### **(older children)**

Parents of older children may need to be located if a child is disrupting a class excessively, making it impossible for the teacher to teach the other students, or when physical harm to the teacher or other students seems imminent.

## **If I need supplies, how do I communicate that and where do I find them?**

You can find supplies in the craft closet, located upstairs in the 2<sup>nd</sup>/3<sup>rd</sup> grade classroom. You are welcome to any supplies that you need. If what you need is not in the closet, please put in a request.

## **Why is the current check-in system important?**

Your classroom information is collected every week and checked by the Children's Ministry Coordinator for your messages and needs. We also track attendance and order curriculum based on the class sizes. Also, if there is a fire/building evacuation, the check-in system is a way to make sure you have all the children.

## **Is a food provided for the children? yes**

Be aware that there may be children with food allergies. The check-in system has a place for this information. The older children usually know their own allergies, but if in doubt, play it safe and don't give the suspected food.

# 5

## **Children's Ministry Program Schedules**

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, even to the very end of the age."  
-Matthew 28:19-20*

### **Sunday 1<sup>st</sup> Service - 9:00am**

(times are approximate)

- |              |  |
|--------------|--|
| 9:00 - 9:10  | Children in Sanctuary with parents during beginning of Worship |
| 9:10 - 9:20  | Children dismissed to classrooms.                              |
| 9:20 - 10:30 | Class time (approximately 50 min.)                             |
| 10:30 -10:40 | Parent Pick-Up (birth through 5th grade).                      |

### **Sunday 2<sup>nd</sup> Service - 11:00am**

(times are approximate)

- |               |   |
|---------------|---|
| 11:00 - 11:10 | Children in Sanctuary with parents during beginning of Worship                          |
| 11:10 - 11:20 | Children dismissed to classrooms. Check in time and welcome.<br>Fill out Sign In Sheet. |
| 11:20 - 12:30 | Class time (approximately 50 min.)  |
| 12:30 - 12:40 | Parent Pick-Up (birth through 3 <sup>rd</sup> grade).                                   |

### **Wednesday Evening - 6:30pm**

(times are approximate)

- |             |  |
|-------------|--|
| 6:30 - 6:40 | Children in Sanctuary with parents during beginning of Worship |
| 6:40 - 6:50 | Children dismissed to classrooms                               |
| 6:50 - 8:00 | Class time (approximately 50 min.)                             |
| 8:10 - 8:20 | Parent Pick-Up (birth through 5th grade).                      |

## Teacher Covenant

I have prayerfully considered my appointment as a Sunday School Teacher or other teacher at Calvary Chapel Dayton Valley. I understand that I am committing myself and agree to the following:

To faithfully, with all my heart, as unto the Lord, fulfill all of the requirements and responsibilities of my position as stated in my "job description".

I will faithfully attend or assist to find a suitable replacement when I am absent in a timely manner. I will arrive at the church at least 10 minutes before the start of the service I teach at and I will attend church services regularly.

I will spend time in God's Word and in prayer and I will make every effort, with God's help, to attend a Sunday Service and/or a Wednesday evening service, a Bible study, or listen to a CD of the service.

I will seek to be a good example of our Lord Jesus Christ when dealing with children, their parents, and other volunteers and leadership of Calvary Chapel Dayton Valley.

I am in agreement with the foundational principles of Calvary Chapel which are explained in *Calvary Chapel Distinctives* by Pastor Chuck Smith (copies available at CCDV Bookstore).

I will submit myself to my fellow workers, the Children's Ministry Director, and to the pastor and elders of Calvary Chapel Dayton Valley.

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

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

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

Teacher Covenant

**Child Abuse Prevention Policy/**  
**Communicable Disease Policy**  
**Acknowledgement and Observance**

I have read and understand the Child Abuse and Prevention Policy and the Communicable Disease Policy and agree to observe the safeguards and policies regarding both procedures.

I understand that if I have any questions or concerns, I may contact the Calvary Chapel Dayton Valley office by calling 775-241-9213

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

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

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

**CONFIDENTIAL**

# Calvary Chapel Dayton Valley Background Check Authorization

Print Name: (first, middle, last) \_\_\_\_\_

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

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

City \_\_\_\_\_ State/Zip \_\_\_\_\_

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

City \_\_\_\_\_ State/Zip \_\_\_\_\_

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

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth (MM/DD/YY) \_\_\_\_\_

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

Drivers License Number: \_\_\_\_\_ State \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize Calvary Chapel Dayton Valley 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 Calvary Chapel Dayton Valley 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 Calvary Chapel Dayton Valley, 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: \_\_\_\_\_



Calvary Chapel Dayton Valley

MINISTRY APPLICATION

775-241-9213

The following questions are designed to give us information which will assist us in filling available Ministry positions.

We are not looking for professionals, but rather individuals who have a strong commitment to and faith in Jesus Christ our Lord.

(Please Print)

PERSONAL DATA

DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Circle: Male Female

Address: \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

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

Marital Status: Single Married Widowed Divorced Other: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ (Please provide a photocopy and attach)

Employer: \_\_\_\_\_ Social Security #: \_\_\_\_\_

What type of work do you do? \_\_\_\_\_

Names and ages of children: \_\_\_\_\_

Would you have an objection to being photographed? Circle one: YES / NO

Are you currently being treated for any medical conditions? \_\_\_\_\_

Do you have any physical limitations? \_\_\_\_\_

Have you ever been convicted, arrested, or accused of a crime which constitutes a felony in this or any other state including rape, molestation or inappropriate behavior with or around children?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Is Calvary Chapel Dayton Valley your home Church? \_\_\_\_\_ How Long \_\_\_\_\_

Where did you attend before? \_\_\_\_\_

Do you attend a Men's or Women's Bible Study at Calvary Chapel? \_\_\_\_\_

If so, who is your small group leader? \_\_\_\_\_

How often do you attend? \_\_\_\_\_ If no, why not? \_\_\_\_\_

Do you serve in any ministries on a regular basis whether at Calvary Chapel or somewhere else?  
Circle : Yes No If yes, where?

If not, why not? \_\_\_\_\_

Please give two references whom we may contact.

**Please do not turn in your application without addresses/phone numbers completely filled in!**

1. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please indicate areas of interest within the various ministries at Calvary Chapel:

<input type="checkbox"/> Hospitality Food Prep/Kitchen Duties	<input type="checkbox"/> Visits to Hospitals, Retirement Homes
<input type="checkbox"/> Prayer Ministry	<input type="checkbox"/> Crimson Rose—Women's Ministry
<input type="checkbox"/> Greeter Ministry	<input type="checkbox"/> All In—Men's Ministry
<input type="checkbox"/> Custodial Ministry	<input type="checkbox"/> Building & Grounds Ministry
<input type="checkbox"/> Food Program for children	<input type="checkbox"/> <b>Worship/Audio-Visual Ministry **</b>
<input type="checkbox"/> <b>Children's/Youth Ministry **</b> check interest below	

**\*\* Additional Handbooks and forms are required for Worship/Audio-Visual and Children's & Youth Ministry.**

**Background check required to serve in all areas of ministry**

**Answer the next 5 (five) questions if interested in Children's or Youth Ministry.**

I am interested in working with: <input type="checkbox"/> Infants/toddlers <input type="checkbox"/> 3 & 4 year olds <input type="checkbox"/> Kinder & 1 <sup>st</sup> grade <input type="checkbox"/> 2 <sup>nd</sup> & 3 <sup>rd</sup> grades <input type="checkbox"/> 4 <sup>th</sup> & 5 <sup>th</sup> grades	I am interested in working with: <input type="checkbox"/> Junior High <input type="checkbox"/> Senior High <input type="checkbox"/> Worship team for Children	Service Preference: <input type="checkbox"/> Sunday 9:00-10:30am <input type="checkbox"/> Sunday 11:00am-12:30pm <input type="checkbox"/> Wednesday 6:30-8pm
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1. Why do you desire to serve in Children's or Youth Ministry?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you have any previous experience as a leader/teacher/helper in Children's Ministry with Calvary Chapel or another organization? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Other experiences working with or ministering children? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Do you have any special talents or abilities (crafting, puppets, sewing, singing, etc.) that you would like to share with the children? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Hobbies and/or interests? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly state your beliefs on the following to the best of your ability and if unsure write "unsure". This is not a test of your Bible knowledge, but we do want to know what you believe regarding these key doctrines. Feel free to attach additional sheets if necessary (please print clearly).

A. Do you believe that the scriptures are infallible and verbally inspired by God?  
\_\_\_\_\_  
\_\_\_\_\_

B. What is your understanding of the Trinity? Is Jesus God?  
\_\_\_\_\_  
\_\_\_\_\_

C. How do you know that you are saved?  
\_\_\_\_\_  
\_\_\_\_\_

D. Why should a person be baptized?  
\_\_\_\_\_  
\_\_\_\_\_

E. Why is the resurrection of Christ important?  
\_\_\_\_\_  
\_\_\_\_\_

F. Do you believe that Jesus is coming again?  
\_\_\_\_\_  
\_\_\_\_\_

G. As far as you know, do you disagree with any of the teachings of Calvary Chapel Dayton Valley? If so, which ones, and why?  
\_\_\_\_\_  
\_\_\_\_\_

**SPIRITUAL DATA- please attach additional sheets if necessary.**

Please briefly provide your Personal Christian Testimony- Start with your life before Christ, when you were saved and your life after accepting Christ.

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Describe your spiritual walk with God at the present time:

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*The information contained in this application (pages 1-4) is correct to the best of my knowledge. I authorize any references listed in this application to give you any information that they may have regarding my character and fitness for the indicated ministry. In consideration of the receipt and evaluation of this application by Calvary Chapel Dayton Valley, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs, or family, because 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.*

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

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**FOR OFFICE USE ONLY**

\_\_\_\_\_ Photo Taken/Filed \_\_\_\_\_  
(date) (date)

\_\_\_\_\_ Background Check Requested \_\_\_\_\_ Reference Letters: \_\_\_\_\_  
(date) (initial) (date)

\_\_\_\_\_ Covenant \_\_\_\_\_ Abuse Policy \_\_\_\_\_ Interview

**CONFIDENTIAL**

# Calvary Chapel Dayton Valley Background Check Authorization

Print Name: (first, middle, last) \_\_\_\_\_

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

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

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

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

Social Security Number: \_\_\_\_\_ Date of Birth (MM/DD/YY) \_\_\_\_\_

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

Drivers License Number: \_\_\_\_\_ State \_\_\_\_\_

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



## Instructions

Please fill out all forms completely. Your attention to detail will help us complete our portion without delays and will assist us in filling available Children and Youth Ministry positions.

Upon completion please place all signed forms in the attached envelope and deliver / give to person who gave you application. If unable to locate them, you are welcome to bring the forms to the church office.

This form is for your records to be kept with the Children's and Youth's Ministry Handbook.

- I have read the Handbook
- I signed the Ministry Application
- I signed the Teacher Covenant
- I signed the Child Abuse Prevention Policy
- I signed and filled out the Background Check Authorization

Name: \_\_\_\_\_

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

