

# Hope Lutheran Church

## Volunteer Information Sheet

Hope Lutheran Church is pleased that you are considering volunteering your time to assist the staff and children of our church. Hope Lutheran Church has identified two types of volunteers that may have contact with children at the church. These are:

**Occasional Volunteer** – *an individual who works directly under the supervision of a Program Volunteer or staff member of the church and does not provide direct services to children or have unsupervised contact with children. Examples include: individuals who help manage or perform functions ancillary to an event or church activity such as office helper, volunteers at church events such as yard sale, Hope Fest, nativity display, etc.*

**Program Volunteer** – *an individual who works under the general direction and supervision of a staff member of the church and provides direct services to children and who may, from time to time, have or may reasonably be expected to have unsupervised contact with children. Examples include: Sunday School teachers or assistants, youth group advisors or chaperones, confirmation mentors, vacation bible school assistants, nursery volunteers.*

If it is your intent to volunteer your services on a regular basis **or** you will have direct contact with children while volunteering as defined above as a **Program Volunteer**, the church is requiring that you complete a **Request for Criminal Record Check and Child Abuse Screening Authorization** so that the church staff can conduct a confidential criminal records check. This is being done in order to assure that we continue to provide a safe environment for all of our children who attend Hope Lutheran Church for various activities.

The form for a **Request for Criminal Record Check and Child Abuse Screening Authorization** can be obtained from the church website at [www.hopecherryville.org](http://www.hopecherryville.org) under the forms category or by calling the church office at 610-767-7203.

For those individuals who are interested in being an **Occasional Volunteer** you are required to complete a **Volunteer Affidavit**. The **Volunteer Affidavit** is available in the church office and is also available on the church website at [www.hopcherryville.org](http://www.hopcherryville.org) under the forms category.

The **Volunteer Affidavit** is also required for individuals who are volunteering regularly while awaiting the results of the required criminal record check. During this period, individuals will not be allowed to work with children without being in the **immediate vicinity** of a staff member of the church.

The **Criminal Record Check** and **Volunteer Affidavit** will be valid for use for five years. These checks will be repeated as necessary for volunteers who have contact with the children and youth of the church.

If you have any questions, related to the clearances or the requirements of the church for volunteers, please contact the Church Office at 610-767-7203.

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