



UrbanPromise Ministries

building a city of PROMISE . . . one child at a time

Volunteer Application & Process

Note: We live in an age where sexual misconduct and child abuse are realities in our society. UrbanPromise must deal with this issue as a “good shepherd” by taking steps to protect the children in our care. UrbanPromise Ministries, Inc. has implemented this application process and policies to help safeguard our children while promoting a positive, nurturing environment for ministry to them. Guidelines are to be strictly followed by anyone working in the schools or programs. We pray for God’s blessing for our children, workers, and ministry.

APPLICATION PROCESS:

Completion of Application – All applicants must complete and sign all application forms.

References – The administrative staff will contact references. Persons asked for references may be suggested by applicants or selected by ministry directors. The ministry may contact employers, pastors and persons who have supervised applicants previously.

Background Check – After gaining the applicant’s permission, administrative staff will conduct a criminal background check for applicants: this is mandatory for all employees, interns, and volunteers. **There is a fee to conduct this background check (see Background Check Form for applicable fee).**

Interview – All applicants must be interviewed by the Volunteer Coordinator, Director of Operations, and/or Program Director to determine their suitability for volunteering. Information from this interview will not be released to unauthorized persons.

Signed Agreement to Follow Guidelines – All applicants must sign the Child Guideline Agreements to show their commitment to observe these guidelines.

PLEASE RETURN APPLICATION & FEE TO:

Volunteer Coordinator
UrbanPromise Ministries
PO Box 1479
Camden, NJ 08105



Permission to Obtain a Background Check

(This form authorizes UrbanPromise Ministries to obtain background information and must be completed by the applicant. UrbanPromise Ministries must keep this completed form on file for at least two years after requesting a background check.)

I, the undersigned applicant (also known as “consumer”), authorize UrbanPromise Ministries through its independent contractor, LexisNexis, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; state and federal criminal and civil history/records; county felony & misdemeanor records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to UrbanPromise Ministries, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Criminal Background Information:

- 1. Have you ever been convicted of a felony or misdemeanor? Yes No
- 2. Are you currently under investigation or are you currently charged with committing a felony or misdemeanor? Yes No

If the answer is “Yes” for either of these questions, please explain:

Signature: _____

Date: _____

Identifying Information for Background Information Agency:

PRINT NAME:

First

Middle

Last

OTHER NAMES USED (ALIAS, MAIDEN, NICKNAME) _____

CURRENT HOME ADDRESS:

Dates

Street/PO Box

City

State

Zip Code

County

FORMER ADDRESS:

Dates

Street/PO Box

City

State

Zip Code

County

SOCIAL SECURITY # _____ **HOME PHONE #** _____

DATE OF BIRTH: _____ **GENDER:** _____

PLEASE CHECK ONE:

Volunteer ____ **Summer Intern** ____ **Full-Year Intern** ____ **Employee** ____

For Volunteers: Please submit this form along with a **\$25 check** made payable to “UrbanPromise” and write “Background Check” on your memo line. Thank you.

For all Interns 21 years of age and older: A Motor Vehicle record check is required. Please provide Driver’s License information along with a **\$36 check** made payable to “UrbanPromise” and write “Background Check” on your memo line. Thank you.

Driver’s License #: _____ **State of Issuance** _____

For all Interns under 21 years of age: Please submit this form along with a **\$25 check** made payable to “UrbanPromise” and write “Background Check” on your memo line. Thank you.

For Employees: A Motor Vehicle record check is required. Please provide Driver’s License information. Thank you.

Driver’s License #: _____ **State of Issuance** _____



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Volunteer Application

(PLEASE PRINT)

Name:

First Last

Email
Address:

Current
Address:

City State Zip Country

Home Phone Cell Phone Birth Date

Best Way to Contact You (check one):

Email____ Work Email____ Home Phone____ Cell Phone____ Work Phone____

Day(s)/Hour(s) Available to Volunteer: _____

Emergency

Contact Information:

Name Relation

Home Phone Telephone Office/Cell

Church
Affiliation:

Church name

Not currently involved in a Church

Street Address City State Zip

How did you hear about Urban Promise? _____

Explain briefly why you want to work with Urban Promise. Mention any previous involvement with volunteer work over the past few years. (Attach an additional sheet, if necessary.)



Volunteer Application

(cont. from page 1)

Education: School _____ Field of Study _____ Grad. Date _____

School _____ Field of Study _____ Grad. Date _____

Work Address:

Street _____

City _____ State _____ Zip _____ Country _____

Work Telephone _____ Work Email _____

Employment History:

From/To (dates)	Organization	Job Title/Responsibilities

References: Include three, at least one from your current or last employer.

Name _____ Phone _____

Position _____

Name _____ Phone _____

Position _____

Name _____ Phone _____

Position _____

I certify that answers given herein are true and complete.

 Signature of Applicant

 Date

Please return to: Volunteer Coordinator
 Urban Promise Ministries
 P.O. Box 1479
 Camden, NJ 08105

For questions contact us at:
 Phone: (856) 661-1700 ▪ Fax: (856) 661-1954
 Email: volunteers@urbanpromiseusa.org
www.urbanpromiseusa.org



Volunteer Interests & Skills Survey

We'd like to get to know you better.

What interests and skills do you have that you might be willing to share with us at UrbanPromise?

Manual Skills

- Small Repair
- Custodial
- Plumbing
- Electrical Work
- Heating/Air Conditioning
- Automotive
- Masonry
- Roofing
- Painting
- Carpentry
- Lawn Care/Landscaping
- Snow Removal
- Other: _____

Professional Skills

- Teaching (Subject): _____
Age group by grades: K-4 5-8 9-12
- Fundraising
- Counseling
- Writing/Editing/Reporting
- Human Resources/Personnel
- Law
- Human Resources, Personnel
- Event Planning
- Sales/Marketing/Promotion
- Medical: _____
- Other: _____

Vehicle/Transportation

- Can drive a truck or van
- CDL – Commercial Driver’s License (Bus)
- Automotive Repair or Maintenance
- Other: _____

Computer Skills

- Desktop Publishing
- Website Design
- Other: _____

Office Skills

- General
- Mailings - Folding letters and stuffing envelopes
- Answering Phones / Reception
- Bookkeeping
- Accounting
- Other: _____

Hospitality

- Special Events
- Prepare/Provide/Serve Food
- Set-up or Clean-up

Special Skills

- Tutor (Subject): _____
Age group by grades: K-4 5-8 9-12
- Play Musical Instrument: _____
- Teach voice, music, instrument: _____
- Art: _____
- Sports: _____
- Drama: _____
- Dance: _____
- Special Skill / Area of Interest that you'd like to share:



Guidelines for Children & Youth Workers/Volunteers (p. 1)

Two-person Rule/Team Leadership – Two workers must be present in each program location at all times during program times. Teams of adults (preferably male and female) will supervise all activities. Teams of workers cannot be of the same family. This policy accomplishes three objectives: it provides for more than one adult to help ensure appropriate levels of supervision, it protects adults from unfounded allegations of abuse, and it lessens the possibility of an adult becoming a “guru” who thrives on the dependency of children/youth.

Overnight Activities – At least two adults will supervise overnight activities. If the participants are male and female, then male and female chaperones must be present. If these conditions cannot be met, then the event should be postponed. It is never appropriate for an adult chaperon who is not a family member to share a bed with a youth. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Experienced adult workers should be included with adults who are newcomers to children and youth ministry.

Individual Counseling – Team counseling is preferable whenever possible. When team counseling sessions are not feasible, notify another adult of the location and with whom you are meeting. Counseling should be done in a public place where private conversations are possible but occur in full view of others. Guard carefully to avoid seclusion. If possible, have female adults counsel female children/youth and males counsel males. A male/female team is generally appropriate for counseling either gender.

Long-Term Counseling – Children and youth workers should not meet with a child or youth more than three times to discuss the same issue. Volunteers and program staff are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer children/youth who they suspect have a serious need for counseling to professionals in the community. Questions about referrals must be discussed promptly with the Program Director or the Director of Operations.

Youth Supervising Youth – Minors may help adults lead children/youth activities only under the direct leadership of adults. A minor may not be used to meet the team leadership or team counseling guidelines discussed above.

Corporal Punishment – (hitting or spanking) and other forms of punishment involving physical pain are never appropriate in UrbanPromise Ministries, Inc. activities. This rule hold true even if parents have suggested, or given permission for, corporal punishment. Staff must consult their supervisors if they need help with misbehaving children/youth or discipline techniques.

Touching Policy

UrbanPromise has implemented a touching policy that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be carefully followed by anyone working with children and youth.

1. Appropriate touch might be a touch on the arm, a gentle pat on the back, or a side-hug.
2. A child’s preference not to be touched should always be respected. Do not force affection upon a reluctant child.
3. All ministry workers are responsible to protect children under their supervision from inappropriate touching by others.
4. It is inappropriate and not permissible for any staff member or volunteer to bathe or shower with any children. Everyone should be fully dressed at all times when with children.
5. Ministry workers must promptly discuss inappropriate touching or other questionable behavior by other workers with their supervisor, Operations Director or Executive Director.

Transportation as Part of Ministry – When children are transported as part of ministry activities, all guidelines will apply. Following the two-adult rule and having all drivers complete an auto safety certification form with proof of commercial driver’s license is especially important.



Guidelines for Children & Youth Workers/Volunteers (p. 2)

Informal Contact (Independent of ministry activities) – Informal contact refers to phone calls, letters, or face-to-face contact between an adult worker and a child/youth that is not connected with official UrbanPromise Ministries, Inc. activities. UrbanPromise Ministries recognizes that informal contact between worker and child/youth occurs. However, workers should seek permission of parents before having informal contact with their child. The worker should clearly let the parent know the nature of the contact and that it is not part of an UrbanPromise Ministries activity. Parents are responsible for monitoring this informal contact.

Gifts – Child/youth workers are generally discouraged from giving personal gifts or money to children/youth. When the giving of personal gifts is desired, the worker must first notify parents and the program director. Gifts can easily be misinterpreted. Gifts given to groups of children/youth are appropriate, such as graduation gifts or awards for participation.

Dating or Sexual Involvement – No adult child/youth worker is to date a child/youth or be romantically or sexually involved with a child/youth. Any adult with prior incidents of sexual misconduct may not be a child/youth worker or serve in any capacity at UrbanPromise Ministries. There are no exceptions to this guideline.

Confidentiality – **Child/Youth workers must report to a senior level person if a minor discusses harming him/herself or others, committing a crime, or being abused.** There are limits to confidentiality when working with children and youth. Questions about such cases or other issues of confidentiality must be discussed promptly with the Program Director, Director of Operations or Executive Director. Any serious issues discussed in confidence should be reviewed with the Director of Operations or Executive Director, who will also protect the confidential nature of the discussion. Conferring with a supervisor on sensitive issues is not considered breaking a confidence.

Open Door Policy – All child/youth events should be open door. This means that workers, parents, and UrbanPromise Ministries have a right to observe any child/youth activity.

Teachers, program staff and volunteers must report suspected or observed child abuse by our staff or others to the principal or program director immediately. Violations of these guidelines or suspect behavior by other workers must be reported in the same manner.

Supervision and Communication – Youth workers must meet on a regular basis with the Program Director periodically to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, policy clarification, personal feelings or other issues that may interfere with youth ministry efforts.

Workers must avoid even the appearance of misconduct. This is necessary in order to maintain parental confidence and avoid mistaken allegations.

Volunteers who disobey these guidelines will be asked to discontinue their involvement at UrbanPromise Ministries.

I have read the guidelines above. I agree to observe them faithfully:

Signature _____ **Date** _____