CHILDREN'S MINISTRY
Volunteer Adult Processing

Step One
Prepare Paperwork and Review Application
As long as your application asks the correct questions you can identify any concerns as soon as possible.

Step Two
Set Expectations
We email our applicants expectations for their processing such as Background checks, Fingerprinting, Pastoral and CM Director's Interview

Step Three
Scheduling the Basics
We email info. regarding a mandatory Servants Quarters Meeting, schedule fingerprinting, and email a background check waiver.

Step Four
Social Media Review
Review all social media accounts that have been provided in their applications.

Step Five
Reference Calls
Ensure that you speak to all references and that they meet your church policies. Ask additional questions as needed.

Step Six
Email Staff
Ensure you email your staff a photo including the first and last names of any potential CM applicants. Ask if anyone has any praises or concerns regarding any potential volunteer.

Step Seven
Pastoral Interview
Schedule a 1 hr interview for the applicant to meet with a Pastor (refer to handout for Pastoral Interview form)

Step Eight
CM Director's Interview
Applicant will meet with the CM director to get familiar with the ministry, to be placed in a classroom, and to be introduced with department head.

Step Nine
Mandated Reporter Training

Applicant is emailed the link to complete their Mandated Reporter Training within 2 weeks.

Step Ten
Badge Photo

Applicant is scheduled to take a Badge photo that they will be required to wear at all times when serving.

Important Reminders
AB506 & AB1432

It is a requirement in the state of CA that all volunteers serving/working with minors 16 hrs a month or 32 hrs in a year to be background checked and complete Mandated Reporter Training.

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