



## Children's/Youth Ministry Application

**This application is to be completed by all applicants for any position involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.**

Legal Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

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

Email: \_\_\_\_\_ Gender: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse Name: \_\_\_\_\_

No. Children: \_\_\_\_\_ Children's Name(s): \_\_\_\_\_

If under 18 years of age, name of your parents: \_\_\_\_\_

Describe your personal relationship with God: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any leadership/volunteer experience you have had with children/youth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What areas are you interested in serving? \_\_\_\_\_

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

Have you ever been convicted of committing a crime? Yes \_\_\_\_ No \_\_\_\_ If yes, explain: \_\_\_\_\_

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As part of your application at Waypoint Church volunteers are subject to a background check. Will you agree to a Background Check? Yes \_\_\_\_ No \_\_\_\_

List 2 Team Leaders at Waypoint Church or your previous church who could give you a reference:

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

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

Please list two references other than family members who know you:

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**Indicate all areas of interest:**

- Nursery: (Birth – 2 years)      Weekly: \_\_\_\_\_      Bi-weekly: \_\_\_\_\_      Monthly: \_\_\_\_\_
- Preschool: (2 years)      Weekly: \_\_\_\_\_      Bi-weekly: \_\_\_\_\_      Monthly: \_\_\_\_\_
- Preschool: (3-5 years)      Weekly: \_\_\_\_\_      Bi-weekly: \_\_\_\_\_      Monthly: \_\_\_\_\_
- Elementary: (Kindergarten – 6 years)      Weekly: \_\_\_\_\_      Bi-weekly: \_\_\_\_\_      Monthly: \_\_\_\_\_
- Elementary: (6 – 12 years)      Weekly: \_\_\_\_\_      Bi-weekly: \_\_\_\_\_      Monthly: \_\_\_\_\_
- Youth: (Junior High & High School)      Point Teams: \_\_\_\_\_      Events: \_\_\_\_\_
- Administrative/Other:      Registration: \_\_\_\_\_      Other: \_\_\_\_\_

### **Applicant's Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for children's ministry work. I release such references from liability for any damage that may result from furnishing such evaluations to you and waive any right that I have to inspect the references provided on my behalf. Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church.

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

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

\*\*\* If 13- 18 years of age, parent/guardian must sign below:

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

### **Applicants Release**

**In connection with my application for volunteer service with Children's/Youth Ministries, I authorize Waypoint Church and their respective agents to solicit background information relative to my history. I AUTHORIZE, WITHOUT RESERVATION, ANY PERSON, AGENCY OR OTHER ENTITY CONTACTED BY WAYPOINT CHURCH, OR THEIR AGENTS, TO FURNISH THE ABOVE-MENTIONED INFORMATION. I release Waypoint Church, their respective employees and agents and all persons, agencies and entities providing information or reports about me from any and all liability arising out of the release of any such information reports.**

NAME (print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

AKA or Maiden Name: \_\_\_\_\_ Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Current Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

\*\*\* If 13- 18 years of age, parent/guardian must sign below:

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

**Thank you for applying to minister in the Waypoint Children's/Youth Ministry Departments!**

## Children's Ministry Guidelines & Procedures

It is the desire of Waypoint Church to provide a secure environment for all children who attend each week.

**Proper Supervision:** No Class may operate or receive children with less than two adults in the classroom.

**Volunteer Nametags:** All volunteers must wear a Waypoint Volunteer Nametag. If you do not have one, please ask your coordinator to make one for you.

**Volunteer Application:** All adult volunteers must have filled out a *Children's Ministry Application*. All volunteers 12 -15 years must fill out a *Student Application*.

### Volunteer / Child Ratio:

- Nursery (Infant to 2 years) ~ 1:2 (One volunteer for every two infants)
- 2 Years ~ 1:4 (One volunteer for every four children)
- 3 Years – Pre-kindergarten ~ 1:5 (One volunteer for every five children)
- Kindergarten – 6 Years ~ 1:6 (One volunteer for every six children)
- 7 Years – 12 Years ~ 1:8 (One volunteer for every eight children)

### Check-in and Pick-up:

- Take attendance as children enter classroom each week. If a child does not have a name tag, please make a note on the attendance sheet so one can be made for them.
- Nursery – Pre-kindergarten: Always give parent a pick-up card when checking their child in. If there is not one, please make a temporary card (found in the front of the pick-up card box). The person picking up a child must be 16 years old, if not ask them to get an adult to pick up the child. (Even if you know the parents.)
- Kindergarten – 12 Years: A parent must pick up their child. (Even if you know the parents.)

**2:1 Bathroom Procedure:** If a child needs to go to the restroom during class, a volunteer must always take another volunteer or child with them, never take a child to the restroom alone.

### Discipline Procedure:

- Consistency: Maintain consistency when handling discipline problems. At the beginning of each class time, remind the class of guidelines for behavior. Please note the following guidelines for behavior:
  - Raise your hand before speaking
  - Do not talk while someone else is talking
  - Keep your hands and feet to yourself
  - Be respectful
  - Obey the first time
- If a child does not follow the above rules, give them a warning. If the child continues to disrupt class, place them in timeout. If a child is still unable to following the rules, get their parents, so they may speak to their child.

### Appropriate Touch:

- Never touch a child in anger or disgust
- Never touch a child in any manner that may be construed as sexually suggestive, which includes holding them on your lap
- Never touch a child between the bellybutton and the shin

I have read the above Waypoint Children's Ministry Guidelines and Procedures. I will participate in training and agree to abide by all policies, procedures and guidelines.

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