

MINISTRY VOLUNTEER PROCESS

EMBRACED BY CHRIST, EMBRACING HIS WORLD

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PACIFIC
COMMUNITY
CHURCH

SAFETY & RISK MANAGEMENT TEAM:

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Jenn Wiebe – Children's Pastor
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Taya Vantol – Admin Support
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THANK YOU for applying to serve at Pacific Community Church.

It is our desire to provide a safe and secure environment at Pacific. In order to reduce risk and consider your suitability for the position applying for - we need to collect some information from you.

All positions within this church are considered *positions of trust*. You are applying to serve in a ministry that interacts with vulnerable people, even if they are not children or youth. It is our desire to protect everyone in our midst; therefore, all volunteers and staff comply with our policy called *Safety & Risk Management (S&RM) Policy*.

Completion of the following steps and final approval means that you are screened and able to engage in ministry (not necessarily in order below):

- 1) Complete a **Ministry Application & a Criminal History Check**
- 2) All **references** will be conducted by the S&RM team to confirm suitability and for consistency of information.
- 3) Attend a **Ministry Volunteer Training** session
- 4) A member of the S&RM team *may* contact you to set up a *casual interview* if our staff or leadership hasn't had the chance to get to know you yet.

Ministry Application Form

This application form is necessary to protect our children, youth, vulnerable adults, volunteers and our staff, as well as to *effectively place individuals in volunteer positions*.

We recognize that completing this application form may be uncomfortable for some individuals; however it is important to keep the bigger picture in mind as we attempt to protect those in our church who are most vulnerable. All information will be *kept in confidence* by church leadership and the S&RM Team and will not be disclosed by the church unless required by law. Answering "yes" to any of these questions may not necessarily prevent you from volunteering with or being employed by Pacific Community Church.

Criminal History Check & Vulnerable Sector Search

We require a *Criminal History Check & Vulnerable Sector Search* for all volunteers at Pacific because we consider you to be in a position of trust here. This does not mean we do not trust you or have concerns about you; it means that the position you are applying for is considered to have a heightened risk and we are managing that risk appropriately. They are a sign in a very public way that we are concerned about the safety of our church. These are to be renewed every 3 years and are completed at no cost to you.

Please follow these steps in order to complete your **Criminal History Check**:

- 1) Go to <https://justice.gov.bc.ca/eCRC/>
- 2) Enter **access code 7PFVNWVQ2**
- 3) Follow the steps on the screen. At the end, it should say: *submission complete*. This means that your part is done and the record will be sent directly to Taya Vantol.

If your check says "could not complete request online", please do the following:

- Select PRINT & sign the document, then
- Contact Taya Vantol to arrange for her, or someone from the S&RM team, to verify your ID. They will then fax the paperwork for you.

If you do not have access to the Internet or a printer, please contact Taya Vantol or Jon Pettigrew and we will set up a time with you to get your check done at Pacific.

You can return your completed application in the sealed envelope provided to Taya Vantol in person, or drop in the secure lock-box (in the foyer outside the door leading to the upstairs offices) for processing. Once you have completed the process, you will be notified and can begin serving! Thank you in advance for providing this information. Feel to contact any member of our staff or the S&RM Team if have questions or concerns.

Sincerely,

PCC's Safety & Risk Management Team