

Webster Groves Presbyterian Church How to Volunteer

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As a community of faith called to live Christ's love, welcome all people, and joyfully serve God, we believe that we must do all we can to protect the children who worship, learn, and grow here as well as protect the adults who generously share their faithful gifts with the children. It is because of these beliefs that we established the Child Protection Policy for all working with and ministering to the children, youth and vulnerable persons of WGPC.

Prior to volunteering at WGPC, steps 1-4 on the opposite page must be completed and the application must be submitted. The four steps are: 1. Training Session, 2. Background Screening, 3. Family Care Safety Registration (see instructions below), 4. References submitted. Step 5 is optional for those who would like to volunteer to be a driver.

Submit your application in person to Joyce Kimmons in Office 202 or by mail to WGPC, Attn: Joyce Kimmons, 45 W. Lockwood Ave, Webster Groves, MO 63119. You may also scan and email a copy of your application to jlk@wgpc.org, but it must contain a written signature - a digital signature is not permitted.

After you have completed this process, you will be certified to volunteer at WGPC for three years. When this time period is expiring, you will receive notification to renew your certification.

The Protection Policy and Procedures for Children, Youth & Vulnerable Adults will be provided at your training session, and is always available to review at wgpc.org/get-involved/child-protection-policy.

If you have any questions regarding the application process, please contact Joyce Kimmons at jlk@wgpc.org or 314-962-9210 x3203. For any questions regarding the policy, please contact Jan Scheurer at jls@wgpc.org or 314-962-9210 x3206.

Thank you for volunteering at Webster Groves Presbyterian Church

***Family Care Safety Registry Instructions for Step 3 on opposite page**

Please note there is a \$14 fee (plus \$1.25 processing fee if done online) to register

- A. Provide your SSN on the WGPC Application so WGPC can run a screening
- B. Visit the FCSR website to check if you are already registered: healthapps.dhss.mo.gov/BSEES
 - a. Click "Registration" on the navigation bar and select "Register Online" from the submenu
 - b. Click "Is A Person Registered"
 - c. Enter Your SSN
 - d. If you are already in the registry, you are finished. Check the appropriate box on the WGPC Application.
- C. If you are not in the FCSR database, click "Continue" to proceed with the online registration
 - a. Registration can also be done by mail by downloading the Worker Registration Form: health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf
 - b. After completing registration, check the appropriate box on the WGPC Application and enter the registration date.

Webster Groves Presbyterian Church
Application for Adults Working with Children, Youth & Vulnerable Adults

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Legal Name First: _____ M.I. _____ Last: _____

Birthdate: _____ Phone: _____

PRIOR TO VOLUNTEERING AT WGPC THE FOLLOWING MUST BE COMPLETED:

1. Attend Training Session: Protection Policy and Procedures for Children, Youth & Vulnerable Adults

Date attended: _____

2. Background Screening

After submitting this form you will receive an email from Joyce Kimmons with a link to complete your screening online. You have 10 days to complete the screening after receiving the email.

Email address: _____

3. Family Care Safety Registry (FCSR) See FCSR instructions on opposite page*

SSN: _____ - _____ - _____

I am already in the FCSR Database

I was not already in the FCSR Database and registered on date: _____

4. References:

Please list two personal references (people who are not related to you by blood or marriage)

1. Name: _____ Phone: _____

Relationship to reference: _____

2. Name: _____ Phone: _____

Relationship to reference: _____

I have completed the above requirements, am aware that the Child Protection Policy is available to review at wgpc.org/get-involved/child-protection-policy and understand that my certification to volunteer at WGPC will begin after all training and background checks are complete and will expire after three years.

Signature: _____ Date: _____

5. WGPC Approved Driver (optional):

Submit the following items with this form:

Copy of driver's license

Copy of insurance card

I understand that I must submit a copy of my driver's license and insurance information and maintain insurance coverage in order to serve as a driver for WGPC. To the best of my knowledge, the information provided on my driver's license and insurance record is true. I give permission to Webster Groves Presbyterian Church to run a Motor Vehicle Report. I agree to notify the church of any changes before serving as a driver for church-sponsored ministries of Webster Groves Presbyterian Church.

Driver Signature: _____ Date: _____