



## Northern Michigan District NYI Volunteer/Staff Screening Application

I want to make you aware of some changes that have been made in policy concerning adult volunteers that attend NYI events. Every volunteer that works with youth/children needs to have a criminal background check to help protect the safety of our youth and district ministries.

### **Central Region NYI Meeting Minutes for February 2, 2009 Olivet Nazarene University, 7:00p-9:30p**

#### **Global Child Protection Initiative**

- Each district or local church require background checks
- The RCL event must consider requiring background checks
- Without background checks the region and council are open to potential legal issues.

#### **Motion – Steve Spangenberg (CCD) – Adult background checks**

**Details** - Each adult sponsor, sport official, staff, security, chaperone or any other adult associated with the RCL event shall have on file at the district or at the RCL event staff or Olivet Nazarene University level a current (every year from the beginning date of the event) criminal and sexual background check.

**Second** – Shawn Evans (NW Indiana-Missions)

**Discussion** –Does not include parents or visitors

**Vote Result** -Unanimous.

This is something that needs to be done on the local level first, and each church board is responsible for what their church carries for a policy on screening volunteers. Most insurance companies already have policies set up for such things for churches so you may want to check into what your church insurance company requires. However, it is something that we will be enforcing at all NYI events from this point on.

The background checks will be done through the Michigan State Police and there is no cost to the applicants or their local churches. They will need to be done for each volunteer every year. On the back letter is the form. Each adult volunteer needs to fill out all the information that is relevant to them. The form is to be mailed to the current District NYI president to submit the information to the Michigan State Police and keep a record for the District NYI.

This information will be kept strictly confidential and will only be shared with The Northern Michigan District Superintendent's office for liability purposes and record holding. In the event that a criminal history is discovered, the volunteer candidates who pose a potential threat to others, or have a prior history of physical or sexual abuse directed against another person, will be removed immediately from consideration for ministry positions anywhere within our organization.

Volunteer and staff who come to district NYI events as chaperones/youth workers need to have completed this process 30days prior to the event. If a person attending NYI events has not followed this process they will be asked to leave immediately and may only return after background screening has been completed.

Volunteer and staff who come to district NYI events as chaperones/youth workers must also be 21 years of age. This was decided at the Northern Michigan District NYI Council Meeting on April 4, 2009. Also, volunteer and staff who come to district NYI events as chaperones/youth workers who plan to transport students during the event must have a valid driver's license and proof of current auto insurance coverage. They will be asked to provide that information to the event coordinator during the registration process of the event.

Please visit the link below for a better understanding of why we need this process in place immediately.  
<http://www.nazarene.org/ministries/ssm/children/resources/safety/screening/display.aspx>

If you have more questions please feel free to contact me at:

Pastor Joe Kronewitter  
District NYI President  
10160 S. Grant Ave.  
Clare, MI 48617  
989-386-3381 Ext. 204  
[pastorjoe@ccotn.com](mailto:pastorjoe@ccotn.com)

**Volunteer Screening Procedures**

1. Prior to consideration for placement in any ministry position, all candidates for any volunteer position that involves working with youth (students under 18) at district NYI events will complete and return the **Northern Michigan District NYI Volunteer/Staff Screening Application** to the current District NYI President.
2. The NYI president will submit the information provided by the applicant to the Michigan State Police for a criminal background check. The volunteer applicant will only be contacted if there is an issue with the result of the screening process. If there is an issue the NYI president will notify the district superintendent so the proper actions can be taken in relation to the offence.
3. The application materials—the application form, background checks, notes from interviews, etc.—will be retained by the Northern Michigan District NYI President and Northern Michigan District Church of the Nazarene Office and stored in a locked/secure location.
4. The information will be limited to only the District Superintendent, NYI President, and pastor of the applicant’s local congregation. Information may need to be shared with the District NYI Executive Council or District Advisory Board if more or less action or consideration is needed in conjunction with the offence (if the nature of the crime is not sexual or a physical threat).

Please complete this form and return to:

**Pastor Joe Kronewitter**  
**District NYI President**  
**10160 S. Grant Ave.**  
**Clare, MI 48617**  
**989-386-3381 Ext. 204**  
[pastorjoe@ccotn.com](mailto:pastorjoe@ccotn.com)

Full Name (Printed) \_\_\_\_\_

Maiden Name or Other Names Used \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/19\_\_\_\_

Sex: M \_\_\_\_\_ F \_\_\_\_\_ Race: \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_ (Please list former address if present address is less than 2 years)

Former Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of License: \_\_\_\_\_

Home church: \_\_\_\_\_

Are you a member of the Church of the Nazarene? Yes \_\_\_\_\_ No \_\_\_\_\_

I recognize that the **Northern Michigan District Church of the Nazarene NYI** is relying on the accuracy of the information I provide on the **Volunteer/Staff Screening Application** form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I knowingly and voluntarily release the **Northern Michigan District Church of the Nazarene**, the **Northern Michigan District Church of the Nazarene NYI** and any and all related individuals and entities, including any person or entity listed on the **Volunteer/Staff Screening Application**, from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures, and I agree to abide by them and to protect the health and safety of the youth assigned to my care or supervision at all times.

Printed name: \_\_\_\_\_

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