

Applicant's Name \_\_\_\_\_

TreeHouse Office Use

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Area of Interest \_\_\_\_\_

BG Check    Reference

Youth/Adult    If Youth, covenant signed

Doctrinal Statement    Member yes/no

App info into F1    Assigned role

Notes:

# CHILDREN'S MINISTRIES APPLICATION

Required for everyone working directly or  
indirectly with children for the goal of  
protecting children, volunteers and the Church.



Children's Ministries

Rolling Hills Community Church

3550 SW Borland Road Tualatin, OR 97062

503.638.5900 [www.rollinghills.org/childrens-ministries](http://www.rollinghills.org/childrens-ministries)

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Last M.I.

Address \_\_\_\_\_  
Street City Zip

How long have you been at this address? \_\_\_\_\_ If less than 2 years, provide information on all addresses during that period.

Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

Birthdate \_\_\_\_\_ ODL# \_\_\_\_\_ Social Security # \_\_\_\_\_  
Required Required if applicable Required

**FAMILY INFORMATION**

Single  Married  Widowed  
 Divorced/Separated [If so, how long? \_\_\_\_\_ ]  
Circle one

Spouse's name \_\_\_\_\_

Is your spouse supportive of the commitment you are wanting to make to the TreeHouse?  Yes  No  Uncertain

Names and ages of your children \_\_\_\_\_

If Junior or Senior High Student, parents' names: \_\_\_\_\_

**RHCC INFORMATION**

Is RHCC your church home?  No  Yes, since \_\_\_\_\_

Do you regularly attend weekend services?  No  Yes, since \_\_\_\_\_

Have you completed:  LD 101  LD 201  LD 301  LD 401  LD 501

Did you sign the commitment card to become a member of RHCC?  
 No  Yes If no, why not? \_\_\_\_\_

I am choosing to work in the TreeHouse because \_\_\_\_\_

I am involved in the following serving groups \_\_\_\_\_

I am involved in the following Community Group \_\_\_\_\_

**PREVIOUS CHURCH/GIFTS/EXPERIENCE**

Previous church name \_\_\_\_\_

Member/Attended (circle one) from \_\_\_\_\_ to \_\_\_\_\_

List your gifts, training or education that would relate to the TreeHouse.

In what ministry or work experiences have you been the most fulfilled?

List all previous volunteer experience you have had with children. Include dates of work, church/organization name and location, and work performed.

**YOUR RELATIONSHIP WITH GOD**

Please take a few minutes to describe how and when you decided to trust Christ alone for your salvation or where you are with your belief in God today.

What do you do to consistently nurture your relationship with Him?

Thank you for applying to join the TreeHouse volunteer staff!

We are excited that you wish to join us in ministering to children. Get ready for a FUN time and to have your socks blessed right off your feet! Following is the commitment you are making as a TreeHouse volunteer and our commitment to you.

As TreeHouse **staff** we are committed to:

You

- ◆ We are committed to supporting you and helping you succeed in your ministry.
- ◆ We are committed to encouraging you in your personal relationship with Jesus Christ.
- ◆ We will pray for you on a regular basis.

As a **volunteer** in the TreeHouse I am committed to:

The Lord

- ◆ I have a personal relationship with Jesus Christ which I desire to model for children.
- ◆ I enjoy studying God's Word regularly and desire to grow in my faith and commitment to Him through personal study, adult classes or a Community Group.

Rolling Hills Community Church

- ◆ I worship regularly with our church family.
- ◆ I will support the doctrine of RHCC.
- ◆ I will receive directions and carry out instructions from the leadership of the church and the TreeHouse.

TreeHouse Children's Ministries

- ◆ I desire for children to know of God's love and concern for their lives.
- ◆ I will take the necessary time to be prepared for my ministry, incorporating my own God-given gifts.
- ◆ I will pray for the children, adults, and families with whom I minister.
- ◆ I will arrive 30 minutes before the start of service.
- ◆ I will participate in scheduled ministry meetings or training opportunities.
- ◆ I will express my needs as a volunteer to my leader.

Weekend Roles [during services]  Sunday 9  Sunday 11

Early Childhood Roles [Infants - Pre/K]:

- Community Builder - A, B
- Infant/Toddler Leader - A, B
- 2's Leader -A, B
- 3's Leader - A, B
- Pre/K Leader - A, B
- Helper - C
- Buddy - A, B
- Creative Arts Teacher - D
- Creative Arts Actor/Dramatist - D
- Creative Arts Tech Team - D
- Creative Arts Helper [Jr or Sr Hi students preferred] - D

Elementary Roles [K - 5th Grade]:

- Community Builder - A, B
- K-2nd Community Group Leader - A, B
- 3rd-5th Community Group Leader - A, B
- Helper - C
- Buddy - A, B
- Creative Arts Bible Teacher - D
- Creative Arts Actor/Dramatist - D
- Creative Arts Tech Team - C
- Creative Arts Worship - D

Kiosk Registration Team

- Kiosk Registration Team - A, B

**Key**

A Even Months [Oct-Dec-Feb-Apr-June-Aug]

B Odd Months [Nov-Jan-Mar-May-July-Sept]

C Once Month [12x year - 1st, 2nd, 3rd or 4th weeks of each month]

D Random/as needed

E Weekly [Awana & JNB run Sept-May]

Midweek Roles [from home or at church]

Early Childhood Roles [Infants - Pre/K]:

- DEQ Team [toy cleaning] - C
- Curriculum Prep - C, D
- Telephoning - A, B
- Connector - D
- Room Administrator - A, B
- Awana - E

Elementary Roles [K - 5th Grade]:

- Connector - D
- Creative Arts Midweek - D
- Room Administrator - A, B
- Curriculum Prep - C, D
- Awana - E
- Joyful Noise Brigade - E

Should you suspect that one of your students is being neglected or physically or sexually abused, it is important for you to contact the pastor or director over your ministry age group at the earliest opportune time. The Children's Pastor or Director will do any necessary follow-up and take necessary actions. As a TreeHouse Volunteer, you should not conduct an "interview" with the child or make contact with the parents. This is the responsibility of the Children's Pastor or Director. Any information told to you should be kept confidential.

Your service in the TreeHouse requires that you agree with the following guidelines to prevent child abuse or false accusations against such abuse. Please initial after each section and sign at the bottom of the form to signify your agreement. This is for the protection against liability for Rolling Hills Community Church as well as for you, our valued volunteer.

**RESTROOMS/DIAPERING:**

- I agree with the following statements \_\_\_\_\_ (initial here)
- Volunteers may never be alone with a child in the restroom or diapering areas. They must be accompanied by other children or adults.
  - Elementary children may enter the restroom without the supervision of an adult, but an adult must escort them to and from the rest room.
  - To maintain privacy, a bathroom stall should only be entered when absolutely necessary to assist the child. The stall door and exterior door to the hallway must remain open and another adult needs to be present.
  - Diapers are to be changed in designated areas only and in the presence of other volunteers.
  - When assisting children who are potty training, be sure all doors are open and other volunteers are present.

**CLASSROOMS:**

- I agree with the following statements \_\_\_\_\_ (initial here)
- Physical contact is permissible but should be minimal and in the presence of other adults and children. Appropriate touching would be: handshakes, "high fives,"s brief hugs or brief touch on the shoulder.
  - A child should not be alone with an adult. Classroom doors should be propped open when children are arriving, especially when only one student has arrived.
  - Window blinds should remain open unless the room needs to be darkened for a movie.

Applicant's Signature \_\_\_\_\_

List two adults you've known for at least one year, who are not related to you and have a definite knowledge of your character.

Name	Phone & Email	Relationship
Name	Phone & Email	Relationship

For the safety and security of our children, the following questions are included as a part of our interview process. All information is held strictly confidential by the TreeHouse staff. Answering yes to any of the questions may not necessarily preclude your involvement in Children's Ministries.

- Have you ever been accused, arrested, convicted or pleaded guilty for any crimes other than a minor traffic violation? Yes/No
- Are there any circumstances involving your life-style or your background that could call into question your ability to work with children or would compromise the integrity of Rolling Hills Community Church? Yes/No
- If you answered yes to either of the above questions please explain.

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to give Rolling Hills Community Church any information they may have regarding my character and fitness for working with children and I release all such references from liability for any damage that may result from furnishing such evaluations. I give permission for the staff of RHCC to conduct a criminal background check to verify that I do not have a criminal record that would affect my ability to work with children. Should my application be accepted, I agree to follow the policies of RHCC and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I understand that the personal information will be held confidential by the professional church staff.

I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act.

Applicant's Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

(If applicant is a minor)