



**Becoming a Team Member**  
**Information/Application**  
Serving at Morning Star Fellowship



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# Welcome to our Team!

## Overview and Policy Statement

Morning Star Fellowship's goal is to provide an opportunity where ministry can be done with excellence and peace of mind. Whether you are serving our children or serving in the kitchen, our desire is to offer a place where the participants, volunteers, and paid staff can experience freedom to grow in their relationship with Jesus Christ and one another. "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."  
Colossians 3:23-24 NIV

All those desiring to volunteer, complete a Volunteer Application and authorize us to perform background checks as needed.

While some of these guidelines pertain specifically to those working directly with children, youth or the disabled, we want all team members to be aware and supportive of these policies and procedures. In addition to these Volunteer Guidelines, you may receive volunteer specific guidelines for the area of serving you are involved in.

## Volunteer Screening Procedure

1. Prior to consideration for a position, candidates will complete and return an initial Volunteer Application.
2. The Volunteer Application will be reviewed and an appointment will be set up with the appropriate Team Leader.
3. If you are over 14 years of age, a Criminal Background Clearance will be completed. For those desiring to work with children, youth or the disabled, an ChildLine check and possibly an FBI clearance will be obtained. \* See Guidelines for those working with Children/Youth/Disabled
4. Any information indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a team member position with children or youth within this organization. Other ministry options will be considered on a case-by-case basis, with the approval of a pastor.

# Guidelines for those working with Children/Youth/Disabled

## Background Check Procedure

There have been changes to Pennsylvania Law pertaining to Child Abuse, with the passage of House Bill No. 435. Please note: All volunteers 18 years of age or older who apply as a volunteer will be required to have a PA Criminal History report completed from the PA State Police Department, along with a ChildLine Certification. In addition to this, if the volunteer has not lived 10 CONSECUTIVE years in Pennsylvania, FBI Fingerprints must be obtained. These background checks must be completed every 36 months. Here is the process we will be following to comply with this law.

- **Consent Form:** This needs to be signed by the volunteer, authorizing Morning Star Fellowship to obtain any background checks required.
- **Criminal History Report:** This will be completed by our staff at our cost.
- **ChildLine Certification:** You must complete the ChildLine Application. This can be done ONLINE using a prepaid code we will email you or you can use the Paper Application attached and return the completed form to us. (This takes longer) We will cover the cost of obtaining the certification.
- **Affirmation in Writing:** You must affirm in writing that you are not disqualified from serving under the provisions of the law. (We have this Form prepared for you to sign.)
- **FBI Fingerprints:** For those who have not lived in PA for 10 consecutive years, Morning Star Fellowship will register you online at a Cogent, a fingerprinting service we have contracted with. Once your registration is completed we will email/mail you the completed Registration Form along with locations to have this done. You will have 30 day to complete this process. We will cover this cost.

## Supervision if Working with Children and/or Youth

1. Morning Star Fellowship prohibits volunteers spending time alone with a minor during any church sponsored activity. This is intended to provide protection for both the minor and worker.
2. All ministries to minors shall have a minimum of two responsible workers. (at least one over the age of 18)
3. No childcare worker shall be under the age of twelve. (there should be a 5 year age difference between the worker and children they are watching/teaching) The only exception is if the worker has taken a babysitting course and gives us a copy of certificate.
4. Volunteers should arrive at least 15 minutes before a scheduled activity and should keep watch over those in their care until an authorized person has picked up all the children. Do not send children out to find their parents, and do not release any child or youth to await transportation. Both volunteers must remain until all have been picked up. Never allow one volunteer alone with a child or youth.
5. Under no circumstances do we permit children to stay overnight either at the church or any other location, unless the two (2) adult rule is followed. In addition to these, the Parent and/or Guardian must sign a Release Form/Permission Slip. There are NO exceptions to this policy.
6. Volunteers may NOT appoint additional volunteers who have not been properly screened.

## **Discipline of Children and/or Youth**

1. Volunteers are never to spank, hit, grab, shake, or otherwise physically discipline anyone.
2. Disciplinary problems should be reported to the worker's coordinator/supervisor or to a parent or guardian.

## **Injuries or Illnesses of Children and/or Youth**

1. Persons who are ill (with a fever, or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in any ministry activity.
2. A suitable substitute (who has been approved as a volunteer worker through the above screening process) must be used to take the place of workers who are ill.
3. Participants should be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent or guardian.
4. Reasonable steps should be taken to avoid contact with body fluids of any kind by anyone.
5. Any coordinator/supervisor who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person. *See Record-Keeping below.*
6. Persons who have received a minor injury requiring basic first aid should be given such first aid as needed at the time of injury. The person's parent or guardian should be notified of the minor injury when they are picked up.
7. Any injury, which may require medical treatment beyond simple first aid, should be given immediate attention. If injury occurs during a regularly scheduled Sunday service, notify an Usher, who will contact the Medical Team member on call. In addition to this, the parent or guardian of the injured person should be immediately notified, along with the workers coordinator/supervisor.

## **Record-Keeping**

Workers should prepare a written ACCIDENT/INJURY REPORT whenever an injury should occur during a ministry function. The incident report will be forwarded to the worker's coordinator and/or supervisor promptly upon completion. The report should be placed in the MSF Mailbox next to the Welcome Center by the supervisor or coordinator.

## **Mandatory Reporting**

As a Volunteer you are considered a Mandatory Reporter in the state of Pennsylvania. A mandatory reporter shall make a report of suspected child abuse if the mandated reporter has reasonable cause to suspect that a child is victim of child abuse. We have available what the the PA Law says concerning "what is and what is not" child abuse.

If you suspect child abuse, you MUST report this to ChildLine. Their phone number is 800-932-0313. You are NOT to talk to a supervisor prior to making the report. However, should you have to make a report, please allow your Team Leader or Staff Pastor know, so we can cooperate in the investigation.

## **Violation of Policy or Procedures**

1. Workers must promptly notify their coordinator/supervisor of any activity undertaken on their own behalf or by others, which violate this policy or procedures.
2. Any coordinator/supervisor or team leader who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all workers; and will remove workers from their positions if such removal is warranted, or if the workers poses a potential threat to others.

## **Internal Investigation**

1. Any allegation of abuse or molestation will be taken seriously and will be investigated by team leaders and the church administrator.
2. Any employee of Morning Star Fellowship who is the subject of an investigation will be removed from their position, with pay, pending completion of the investigation. If the employee has admitted to the abuse or molestation, they will be terminated in accordance with organizational employment practices.
3. Any volunteer worker who is the subject of the investigation will be removed from their position pending completion of the investigation.
4. Any person who has committed an act of abuse or molestation will be terminated from their work with children, youth or the disabled within the organization.

## **Dealing with Law Enforcement/Media**

All team leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of the organization.

1. Legal counsel will be contacted for advice and guidance as soon as possible after the organization receives notice of possible abuse or molestation in connection with organization activities. Decisions concerning the ministry's response to the allegations will be made in accordance with the law and advice of counsel.
2. A single organizational leader will be designated as spokesperson to all media (television, newspaper, etc.) following notice of any abuse or molestation in connection with activities of the ministry. The spokesperson will be the only person to convey information concerning the situation, and, to avoid compromising any ongoing investigation, will convey only such information as necessary under the circumstances.

## **Revision of Policy/Procedures**

This policy and procedures will be regularly reviewed and can be modified in accordance with the bylaws of the organization. Any such modification will be conveyed to all persons affected by the modification.





# MORNINGSTAR FELLOWSHIP

## Volunteer/Employee Background Check Release Form (Ministry Application)

Thank you for your willingness to serve at Morning Star Fellowship! By law, Morning Star Fellowship is required to process various background checks on all staff and volunteers. Fingerprinting may be a required part of this process. If that is the case you will receive a registration ID number that you will need to bring with you to an official fingerprinting location. Please fill out this packet in its entirety and return to the ministry leader.

**(Please fill out both sides completely including applicable signatures on the 2nd page):**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Maiden Name/Alias: \_\_\_\_\_ DOB: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

Address: \_\_\_\_\_

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

Preferred Phone No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (necessary to run background check)

Sex: M F (Please Circle) Race: White Asian Black American Indian (Please Circle)

Email Address: \_\_\_\_\_

Ministry you are volunteering for: \_\_\_\_\_

-----For Morning Star Fellowship use only-----

Processed Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please fill in the appropriate signatures on page 2.**

PA Residency- Please Check and Sign the Appropriate Line

**I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a Criminal Background Investigation as required.**

Please select and sign either A or B below.  
If B is the applicable choice then you must read and sign Section C.

Either

A. \_\_\_\_\_ I have not lived in PA for the past 10 consecutive years. I understand that I must complete the FBI criminal history clearance. (You do not need to complete section C.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if under 18 years of age parent must sign)

OR

B. \_\_\_\_\_ I have lived in PA during at least the entirety of the past 10 consecutive years.  
(Please also read and sign section C)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if under 18 years of age parent must sign)

C. **If you have lived in PA for the past 10 consecutive years or more, please read and sign the following:**

1. I affirm that I should not be disqualified from serving based on the conditions listed below:
  - i. I am not named in the statewide database (pursuant to a DHS Child Abuse History Clearance) as the perpetrator of a founded report committed within the last five years.
  - ii. I have not been convicted of an offense similar in nature to the crimes listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
  - iii. My PA State Police Criminal Background check or FBI check does not reveal a conviction for any of the following at any time in the past:
    - a. Relating to criminal homicide; relating to aggravated assault; relating to stalking; relating to kidnapping; relating to unlawful restraint; relating to rape; relating to statutory sexual assault; relating to involuntary deviate sexual intercourse; relating to sexual assault; relating to aggravated indecent assault; relating to indecent assault; relating to indecent exposure; relating to incest; relating to concealing a death of a child; relating to endangering welfare of children; relating to dealing in infant children; relating to prostitution and related offenses; relating to obscene and other sexual materials and performances; relating to corruption of minors; relating to sexual abuse of children; or the attempt, solicitation, or conspiracy to commit any of the offenses set forth in this paragraph.
  - iv. My PA State Police Criminal Background check or FBI check does not reveal a conviction for a drug or drug-related felony in the past five years, including felony convictions under the Controlled Substance, Drug, Device and Cosmetic Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if under 18 years of age parent must sign)