



VOLUNTEER SCREENING AT CCBC



Faithful volunteers who serve in the ministries of Christ Chapel bless our church and community in countless ways! In addition to specific training and support you'll receive, many volunteer roles also require a screening process — particularly for those volunteers who interact with minors as part of their responsibilities. We hope the following "Q and A" will be helpful in understanding the value Christ Chapel places on protecting children and students who are part of our ministries.

WHY DOES CCBC REQUIRE OUR VOLUNTEERS TO BE SCREENED?

We believe every child and student is heaven-sent and should be protected for a purpose. We screen volunteers to protect those who are most vulnerable and to safeguard the work of the church so people can be reached for Christ.

WHAT SHOULD I EXPECT FROM THE PROCESS?

There are **6 steps** to become fully screened at CCBC:

- 1 Regularly attend Christ Chapel for 6 months
- 2 Volunteer Application
- 3 Ministry Safe Training
- 4 Reference Checks
- 5 Background Check
- 6 In-person Interview

WHAT HELP DOES CHRIST CHAPEL NEED FROM ME?

- Fill out your application **completely**. Do not leave blanks. Treat it like you would an employment application. Missing items delay the process.
- Provide complete employment history. Include time you were home caring for children or volunteering.
- Pick references who will respond and ask them to be available. CCBC Staff members can be great references if they have known you at least one year.
- Be sure to provide **at least one male and one female reference**.
- Complete your Ministry Safe Online training.

HOW LONG DOES THE SCREENING PROCESS TAKE?

It depends! Your prompt completion of the application and Ministry Safe training, and easy availability of your references can expedite the process where sometimes it can be completed within a matter of days. Without your active involvement, the process can take several weeks.

DOES EVERY VOLUNTEER ROLE REQUIRE SCREENING?

*We follow the process **without compromise** for the safety of our children and students.* Not every volunteer role requires screening, but roles that have access to minors follow the process. Anyone who represents Christ Chapel and wears a nametag completes this process.

I'VE WATCHED THE MINISTRY SAFE TRAINING VIDEO BEFORE. DO I NEED TO TAKE THE TRAINING AGAIN?

Yes. We understand the content is not comfortable for most people, but the risks are real, and we need all volunteers to be aware and fully prepared for spiritual battle. Periodic updates are made to the content, which is another good reason for review. All volunteers and staff must re-take the training every 2 years.

I HAVE SOME "STUFF" IN MY BACKGROUND I DON'T WANT TO SHARE. CAN I BE SCREENED WITHOUT A BACKGROUND CHECK? I'M A NEW PERSON IN CHRIST — THAT WAS IN MY PAST.

Amen! We are all grateful for Christ's redeeming work and rejoice that he has made you a new creation. A background check is required of all volunteers who work with or around minors. Depending on the type of offense there may be some serving areas that may not be available to you. If you have any questions about how past offenses might affect your service at CCBC, please contact the Screening Manager to discuss your situation confidentially.

WHO DO I CALL IF I HAVE QUESTIONS?

Kristin Mitchell, Screening Manager
Email: kristinm@christchapelbc.org
Office: 817-546-0816

Thank you in advance for your assistance in helping provide a safe environment for our church!