

# Volunteer Handbook



300 S Pathway Court  
Crystal Lake IL 60014  
Phone: 815-459-1441  
[immanuelcl.org](http://immanuelcl.org)

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## Welcome

Thank you for considering volunteering for the numerous ministries of Immanuel Lutheran Church and/or School in Crystal Lake (“Immanuel”). You are volunteering to be the hands and feet of Christ as we serve our community and share the great news of God’s Love and Saving Grace.

## Our Mission

From our beginning to the present, our mission has been to share God’s love through His Word and our actions. In fact, the sole reason that Immanuel exists is for the purpose of *“touching hearts and transforming lives with the light of Jesus Christ.”* The Great Commandment—touching hearts (Matthew 22:37-39) The Great Commission—transforming lives. (Matthew 28:29-20)

## Our Vision

Our vision then is to become the “City on a Hill” that Jesus describes in Matthew 5:14.

We believe that God will transform the campus of 300 S. Pathway Court into a “city on a hill”, a central hub in Crystal Lake that will appeal to the spiritual, educational, and recreational needs of families in our community.

## Our Values

We value **Lutheran Doctrine.**

- **Christ Alone:** Jesus Christ is the Savior of the world, and the heart and center of all that we do.
- **Faith Alone:** We are saved solely by faith, not by our works.
- **Grace Alone:** We are saved through the gift given to us by God, when He sent His Son to die on the cross on our behalf.
- **Scripture Alone:** We accurately follow the Bible as the complete and infallible Word of God.

We value **People.**

- **Compassion for the Lost:** We reach out to those “who aren’t here yet” so they might become connected with Christ. The lost are always our first priority. The Parable of the Lost Sheep reminds us, *“...there will be more rejoicing in heaven over one sinner who repents than over ninety-nine righteous persons who do not need to repent.”* Luke 15:7
- **Care for our Members:** We strive to connect our members to Christ through Word and Sacrament and to healthy relationships with each other through small groups and service. *“Then the King will say to those on the right, ‘For I was hungry, and you fed me. I was thirsty, and you gave me a drink. I was a stranger, and you invited me into your home. I was naked, and you gave me clothing. I was sick, and you cared for me. I was in prison, and you visited me.’ ...And the King will tell them, ‘I assure you, when you did it to one of the least of these my brothers, you were doing it to me!’”* Matthew 25:34-4)

We value **Excellence**.

- **We value Hospitality:** We create a welcoming and connecting culture.
- **In Christian education:** Immanuel promotes a Christ-centered environment that encourages children and adults to develop their God-given academic, physical and spiritual gifts as they grow into responsible Christians.
- **In Worship:** First, we honor God by appropriately responding to His gifts with our own best gifts of music, praise, worship, and prayers and the faithful use of His Word and Sacraments. Then, we strive to connect our guests and members with God's Spirit through music, message, and welcoming culture knowing that this is a mystery and the ultimate outcome is through God's power alone.
- **In Stewardship:** God is a generous God, having given everything to us. We respond by being generous in return with our time, talents, and treasure.

## **Getting Started**

Would you like to volunteer and not sure how to find something that aligns with your interests and schedule?

There are several ways to find the right fit.

- Talk to any staff or volunteer leader about the ministries they lead
- Talk to Sharon Tieman, [stieman@immanuelcl.org](mailto:stieman@immanuelcl.org) Connection Leader
- Check for volunteer opportunities online at [www.immanuelcl.org](http://www.immanuelcl.org)

## **Example Volunteer Opportunities**

The Clinic, VBS, Upward Youth Sports, Worship Service Roles, Mission Trips, MOPS, Sunday School, Youth Group, along with numerous other Church and School opportunities

## **Expectations**

### **What Volunteers Can Expect**

- A place to serve aligned with your interests and schedule
- Clear expectations
- Leaders who are available and helpful
- Ongoing support and guidance from leaders
- Honest, caring feedback to increase the effectiveness of the ministry

### **What Immanuel Expects from Our Volunteers**

- Reliability and promptness, with timely notice when unable to work
- Completion of the activity within mutually agreed timeframes
- Acceptance of guidance and supervision from the leader
- Response to communications in a reasonable time
- Working as a member of the team
- Giving and accepting honest, caring feedback to increase ministry effectiveness.

## **Volunteer Boundaries**

As volunteers of Immanuel, seeking to maintain appropriate boundaries in our personal and professional relationships with each other and those we serve, we commit that we will refrain from any activity with other volunteers, those on the staff or with those we serve that would in any way damage our ministry, integrity, marriage (if married) or our chastity (if single). To do this we will...

...visit with a fellow volunteer or staff member or a person we serve in ministry of the opposite sex at church in a public location. If it is unavoidable, we can visit them alone at home only when we have informed a third party of the time and purpose of the visit in advance.

...meet with a person of the opposite sex at the office only during normal office hours or when there are others present in the building.

...schedule off-site meetings and conferences so that we do not attend them with a person of the opposite sex. If an off-site meeting or conference with a person of the opposite sex is unavoidable, we will either attend alone (informing a third person of the time and purpose), or bring a third person along.

...refrain from verbal or physical behavior with fellow volunteers, staff members, and persons we serve in ministry that might be misinterpreted by them or others who observe the behavior.

...allow any physical contact with those we serve (full hugs, etc.) to be initiated by the other person.

...avoid physical contact with those we serve that we would not do openly in front of others.

...refer all inappropriate sexually related problems we encounter in those we serve to a member of the pastoral staff, principal of the school, and/or to a member of the Board of Governance.

...enlist an accountability partner on the staff for consultation regarding every coaching or counseling relationship we have with those we serve.

Note that this policy was not meant to prevent unmarried volunteers or staff from dating Immanuel members. It would be prudent for a volunteer or staff member dating another Immanuel member to inform their manager or team leader to act as an accountability partner.

Ephesians 5:3 "Among you there must not be even a hint of sexual immorality."

James 1:12 "Blessed is the man who perseveres under temptation, because when he has stood the test, he will receive the victor's crown, the life God has promised to those who love him."

# Volunteer Policies & Procedures

## EMERGENCY PROCEDURES

### Fire Procedure:

**\*\*The fire alarm will be activated by the first person to notice the fire.\*\***

At the sound of a fire alarm:

1. Evacuate using the evacuation procedure.
2. Crawl to the door if your room is filled with smoke.
3. Feel the door before leaving your room. If it is hot, do not open it. Use alternative route if possible or wait for firemen to come.

### Evacuation Procedure (special steps for youth involved):

Please use the following procedure:

1. Advise youth to stay calm and quiet.
2. Guide students to exit single file, assign a monitor to hold doors, and follow the evacuation maps near the room doors. There is an evacuation route and alternate route shown on the maps. If both routes are blocked use any safe route to get to the designated area.
3. Remind youth to remain calm and quiet as you take attendance.
4. Be prepared to report to the program coordinator or staff leader about status of youth, including missing or injured students.
5. Administer any possible first aid needed.
6. Listen for further instructions or directions to return to the building.
7. Have parents sign out children if you are releasing them before returning to the building.
8. Students are not permitted to drive themselves home unless contact has been made with parents.
9. Upon returning to building, take attendance again and be prepared to report to the program coordinator or staff leader.

### Tornado Procedure (special steps when youth involved):

In the event of a tornado use the following procedure:

1. Advise youth to stay calm and quiet.
2. Guide students to exit single file, assign a monitor to hold doors, and follow the shelter-in-place maps near the room doors. There is an evacuation route and alternate route shown on the maps. If both routes are blocked use any safe route to get to the designated area.
3. Remind youth to remain calm and quiet as you take attendance.
4. Be prepared to report to program coordinator or staff leader about status of children, including missing or injured students.
5. Wait for an all clear from the program coordinator or staff leader.
6. Upon returning to your classroom take attendance again and be prepared to report to the program coordinator or staff leader.

**Automated External Defibrillator (AEDs) and first aid kits** are located in the Commons on the back wall near the phone and near the gym above the drinking fountains. There are band aids and gloves in backpacks in each of the classrooms and the science lab has an eye-washing kit as well.

## Social Media Policy for Communicating, especially with Youth

Social networking sites, texting, e-mailing and other forms of electronic communication are a reality in the lives of most of our members and event participants. They offer an opportunity to develop and deepen relationships in new ways and are therefore a vital part of ministry work. But their improper use can produce serious consequences.

The following recommended practices and guidelines apply commonly accepted principles of healthy boundaries for digital networking and communication. Be mindful that our calling is to meet students where they are; model healthy boundaries; and love and care for students safely.

1. Staff and volunteer workers who want to communicate with minors using text messaging, email, social networking websites or other forms of electronic media must agree to follow the guidelines set forth by Immanuel.
2. Staff and volunteer workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with minors involved in ministry activities.
3. Use prudent judgment in the time you contact students through social media. The "home phone rule" is a basic rule of thumb to use – normally do not text, chat, or email back-and-forth with students at a time you would not normally call their home phone line, i.e. before 8:00 AM or after 9:00 PM.
4. Implement privacy settings and personal boundaries
  1. Creating separate private and professional profiles on networking sites is recommended. These private and professional profiles are not associated with Immanuel, but should reflect the standards set forth in this handbook as we are always the hands and feet of Christ as we serve our community and share the great news of God's Love and Saving Grace.
  2. Applying privacy settings that limit the amount of information that is public, including but not limited to who you are connected with. And apply these consistent with all students, across all platforms.
  3. Reviewing accessible content and photos frequently.
  4. If a student texts you after hours and it's not an emergency – wait until morning to reply
  5. Volunteers and staff should not invite youth to friend them on social media. They can accept friend requests that the youth initiate.
5. Staff and volunteer workers who become aware of possible child abuse through electronic media must immediately notify their supervisor. The ministry will consult with its attorney and report abuse as required by law.
6. If you choose to utilize any social networking site to communicate with students associated with Immanuel, invite other Immanuel staff and volunteer workers to view and respond to the content. Parents of students should be aware of and how:
  1. All information, images, or videos shared electronically through public ministry communications channels aren't considered confidential.
  2. When possible, communication should be sent to entire groups, on their wall or in public areas - not in private messages – this includes images.



3. When ongoing pastoral communication are private (i.e.: Emails, FB Messages, Texting, etc) – Who they are with and their frequency should be disclosed to the parent or a supervisor.
  4. Consistency with all students on all platforms is of the utmost importance
7. It is strongly recommended that agreements should be created to govern digital groups, addressing:
  1. appropriate & inappropriate language and behavior, who may join and/or view group activity and when they should leave the group content that can be posted/published on the site or page
  2. who, how and when photos may be tagged (i.e.: did guardians give you permission to post pictures of their student)
  3. mandatory reporting laws will be followed
  4. consequences for breaking the covenant
8. Any inappropriate material posted in your online groups should be deleted and addressed or reported if necessary.
9. Video Chatting with student is strongly discouraged – if you must, be aware of what you're wearing and of your surroundings.
10. Your emails and texts should communicate facts not feelings. When the content of a received email or text raises concerns or questions share it with a member of the staff, Pastoral team, or supervisor. Phone conversations and face-to-face meetings are the preferred mode of communication, when responding to emotionally driven communication or pastoral emergencies
11. There are further considerations when using photos and videos of minors for ministry purposes.
  1. Respect the dignity of every person depicted in an image
  2. Include a media release statement on a signed consent form.
  3. It is strongly discouraged to attach student names with their image (i.e.: captions, tagging on Facebook)
12. Staff and volunteer workers driving on ministry business are to avoid cell phone use— even hands-free—when transporting children, while driving in heavy traffic, during hazardous weather conditions, or when it violates local law.
13. Staff and volunteer workers are never to send or read text messages while driving.

## **Transportation Policy**

Staff members and volunteers may from time to time be in a position to provide transportation for youth. The following guidelines should be strictly observed when workers are involved in the transportation of youth:

1. Youth should be transported by a member of the same sex.
2. Youth should be transported directly to their destination. Unauthorized stops should be avoided. No unauthorized stops to a non-public place are acceptable.
3. A youth should never be alone with an adult in a vehicle. Best practices of ministry recommend two adults in every car. Ideally, this would be one male and one female.
4. Staff members and volunteers should avoid physical contact with youth while in vehicles.
5. No cell phones may be utilized by the driver while driving vehicles owned or rented by the church, unless in an emergency.
6. Each driver should have a valid driver's license, proof of insurance and no criminal record.
7. No drivers under age 25 may drive Immanuel-owned or rented vehicles.
8. Drivers under the age of 18 are allowed to only drive siblings to an event.
9. Drivers should ensure vehicles are not filled beyond capacity for their use, that seat belts are always secured and that occupants behave.
10. Drivers must maintain a list of individuals riding in their vehicle. For longer events, meaning those that entail more than a day trip, drivers should gain from their vehicle's occupants emergency contact information in case an emergency arises.
11. Drivers must understand emergency contact procedures and maintain contact with the person in charge (e.g. via cell phone)

## **One-to-One Interactions with Youth - Policy**

We recognize that meeting the emotional needs of youth may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guideline when interacting with youth.

1. Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed. Ideally this would be in the conference room off the entryway.
2. Youth leader volunteers shall inform their responsible Immanuel Staff member of the reason and nature of the meeting and a follow-up call after the meeting takes place.
3. When possible, the meeting should take place at church.

## Youth Overnight Policy

It is anticipated that certain Youth Ministry activities may occasionally require that overnight sleeping arrangements be made for youth and staff/volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2 adult rule must be followed. There must be 2 adult leaders, 21 years or older, present at all times with youth. One-on-one contact between adult leaders and youth members is prohibited. In situations requiring a personal one-on-one conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.
2. Adult leaders must consent to and give Immanuel the authority to complete and conduct a full background check and screening.
3. Overnight sleeping arrangements must be submitted in writing to and approved by a Church Pastor prior to the activity. Once approved this information shall be provided to the youth's parents, and included in the permission slip for the event. The permission slip should state that the youth's parents have been provided information relating to the sleeping arrangements, acknowledging same by signing the permission slip. Separate rooms/accommodations for males and females are required.
4. As long as any youth are awake, 2 adult leaders must also be awake and monitoring youth to ensure safe behavior.
5. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated or pirated movies are permitted.
6. Appropriately modest sleeping attire must be worn.
7. In the event of a sleepover on or off campus that involves both boys and girls, boys and girls must sleep in separate rooms and be properly supervised by 2 adult leaders of the same gender. If the sleepover involves both boys and girls, there will be at least 1 adult male and at least 1 adult female leaders at minimum.
8. Staff and volunteers will monitor sleeping youth by periodically conducting visual bed checks to ensure that sleeping youth remain in designated sleeping places. During bed checks, staff and volunteers should never physically touch a youth. In the event that overnight arrangements do not include standard beds, each staff, volunteer, and youth will use single sleeping bags or blankets. In these instances a "one-person-to-one bag or blanket" rule will be observed.

## **Youth Physical Contact Policy**

Our church is committed to protecting youth in its care. To this end, our church has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Youth Ministry programs. The following guidelines are to be carefully followed by anyone working in the youth program:

1. Side hugs; pats on the back and other forms of appropriate physical affection between staff members or youth volunteers and youth are important for youth's development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Youth Pastor/Director or the Pastor.
3. Physical contact should be for the benefit of the youth, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other youth or youth staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing.
6. The personal behavior of staff or volunteers in the Youth Ministry must foster trust at all times. Personal conduct must be above reproach.
7. Do not force any physical contact, touch or affection upon a reluctant youth. A youth's preference not to be touched must be respected.
8. Youth staff and volunteers are responsible for protecting youth under their supervision from inappropriate or unwanted touch by others.
9. Any inappropriate behavior or suspected abuse by staff or volunteers must be reported immediately to an immediate supervisor, the Youth Pastor/Director or the Pastor

## **Intoxicants**

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any drugs while in any Immanuel facilities, while traveling or working with a staff member, volunteer or a person we serve in ministry.

## **Nudity**

Staff and volunteers should never be nude in the presence of a fellow staff member, volunteer or a person we serve in ministry. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan for approval to his/her supervisor concerning arrangements for showering or changing clothes with adults and youth separate.

EXAMPLE: Adults and youth are expected to shower in bathing suits at community shower sites like Walcamp.

## **Parental Contact**

Parents who leave a youth in the care of our staff members and volunteers during church services or activities will be contacted if their youth becomes ill, injured, or has a severe disciplinary problem while participating in Youth Ministry programs. Therefore, you must have contact information for each youth at all times.

## **Restroom Guidelines for Volunteers working with Young Children**

Staff and volunteers are never to enter into a private stall area with a child and help them use the lavatory. If taking a child to the restroom, the child should be potty-trained and know how to use the restroom and hand washing station by themselves. Staff and volunteers should follow the "coaching" rule or idea when taking young children to the restroom.

If you take a potty trained child into a large, multi-stall restroom, do not enter the stall with the child. Stand in the restroom and help the child from there with your words. Helping with hand washing is allowed.

If taking a potty-trained child to a single-stall restroom, stand outside of the door and wait/coach out there.

If the child is not potty-trained, the staff/volunteer is to find the parent and they are to take their child to the restroom themselves and/or change their diaper. Staff and volunteers are not to change diapers.

## **Parental Involvement**

Parents are encouraged to visit any and all services and programs in which their youth is involved at our church. Parents have an open invitation to observe all programs and activities in which their youth is involved. However, parents who desire to participate in or have continuous, ongoing contact with Youth Ministry programs will be required to complete our volunteer application and screening process.

## **Sexually Orientated Conversations**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with youth and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any youth in the program. However, it is expected that from time to time youth ministry discussions and lessons may address age appropriate issues related to purity, dating, sex and human sexuality. These lessons will convey to the youth the church's views on these topics. It is recommended that parents be notified in advance of these lessons.

## **Sexually Orientated Materials**

Staff members and volunteers of Immanuel are prohibited from possessing any sexually oriented printed materials (magazines, cards, images, videos, films, etc.) on Immanuel property or in the presence of staff members, volunteers or a person we serve in ministry.

## **Youth Code of Conduct (Youth Provisions & Expectations)**

[Below are examples and expectations provided to the youth you will be volunteering with at Immanuel.]

1. I agree to respect the rights and property of others. I understand that neither vandalism nor stealing will be tolerated. Financial obligations that result from such behavior will be the sole responsibility of me and my family.
2. I agree not to possess, use, or be under the influence of drugs, tobacco, or alcohol. I agree not to possess fireworks, matches, cigarette lighters, knives, weapons, or any other items that are illegal or that could endanger people, pets, wildlife, or property.
3. I agree to respect all adult leaders and youth leaders and will comply with all rules and requests made by adult leaders. I understand that any fighting, verbal or physical, will not be tolerated.
4. I will be open to building new relationships with my peers and adult leaders.
5. I agree to demonstrate Christian values by my language and behavior.
6. I agree to dress appropriately. I understand that this prohibits short shorts, tank tops, any other revealing clothing and any clothing that has any reference to any inappropriate activity including tobacco or alcohol advertising and insignia.
7. I understand that the following behaviors are appropriate conduct: One armed side hugs, handshakes, high fives, hand slapping, verbal praise, arms around shoulders (excluding couples), and holding hands during prayer.
8. I understand that the following behaviors are examples of inappropriate conduct. This list is not exclusive. (kissing, inappropriate touching, verbal sarcasm, massages of any kind, any form of unwanted affection, inappropriate comments)
9. I will act as a lady or gentleman and refrain from any sexual conduct.
10. I agree not to use any electronic communication devices unless permission is granted by the adult in charge. I will not use cell phones, smart phones, netbook or notebook computers, personal music players, video games, tablets or any such devices during any Youth Group session.
11. Guests are welcome at all Youth programming. It is my responsibility that my guests abide by this Code of Conduct. A guest is anyone who is not registered in Sunday School or youth programs
12. I will not leave any session or event without the permission of the adult in charge. I understand that I will not be allowed to leave early unless a parent signs me out.

**I understand the need to agree to the above items. I realize and agree that if I do not abide by these standards it may result in loss of privilege to attend activities or events, my parents being called to take me home, notification of law enforcement agencies, and/or any other steps necessary to correct the inappropriate behavior. I will be responsible for all consequences of my behavior. Parent/guardians should agree to these guidelines for their youth.**

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**Name of Student**

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**Name of Parent**

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**Signature of Student**

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**Signature of Parent**

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**Date**

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**Date**

## **Discipline Policy**

Staff members and volunteers are prohibited from using physical discipline in any way for manage youth behavior. If a youth is unruly or fails to comply with verbal warnings or instructions from adult leaders, that youth will be asked to separate from the current group activity and will be asked to leave. The youth's parent will be contacted to pick up the youth. In the event of a fight or physical altercation, staff/volunteer will verbally redirect the involved youth. Adults will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and appropriate staff.

### **MINOR OFFENSES:**

If a youth is observed acting inappropriately and does not respond to verbal redirection, the adult volunteer should inform the staff member. After discussion, both volunteer and staff should meet with youth to discuss what behavior should be adjusted. If behavior is changed, no further action is needed.

### **PARENT COMMUNICATION:**

If behavior continues or warrants an incident report, the parent/guardian will be called and will be asked to meet with the program coordinator or staff leader and youth to discuss the behavior.

## **Incident Report**

### **When should a volunteer leader fill out an incident report?**

Incidents may include but are NOT limited to:

- If a student becomes ill or receives an injury which requires first aid treatment while in our care.
- If a student receives a bump or blow to the head while in our care.
- If a student is transported to a source of emergency assistance while in our care.
- If a student physically attacks another student while in our care, regardless of injury to victim.
- If a student arrives at an event under the influence of an illicit substance.
- Any significant behavior occurs which jeopardizes the safety of the other students in our care.

### **Where does a volunteer leader get an incident report?**

Volunteer leaders can get an incident report from the coordinator or staff leader. They are also available on top of the mailboxes in the office.

### **How long does it take to fill out an incident report?**

It will take approximately 5-10 minutes to fill out an incident report.

### **What do I do with the report once it is completed?**

Volunteer leaders are expected to pass the report on to the coordinator or staff leader who will make a copy or scan for a record and then share the form with the parents/guardians of the student(s) involved.



## **Volunteer Acknowledgement of Volunteer Handbook**

**As a volunteer at Immanuel, I understand the need to ensure a safe environment for our youth, members, other volunteers and staff. I agree to the volunteer policy as set forth in this document. I realize and agree that if I do not abide by these standards it may result in a meeting with the Sr. Pastor or Board of Governance, loss of privilege to attend activities or events, notification of law enforcement agencies, and/or any other steps necessary to correct the inappropriate behavior. I will be responsible for all consequences of my behavior. In addition, I will complete the Background Check Authorization and return the document in a sealed envelope to Laura Gilleland (VBS, Sunday School, Nursery), Shelly Davidson (Upward) or Lynette Mobley (Immanuel Business Manager). Background checks may be run every 3 years at a minimum. I agree to provide Immanuel Lutheran any and all information required for my background checks, within 7 days of any request for additional information, for any year I am acting as a volunteer. I also agree and acknowledge my duty to inform Immanuel of any criminal charge wherein a conviction would result in the application of the Illinois Sex Offender Registration Act (730 ILCS 150/1 et seq.). I understand this applies to myself and/or any minor whom I am the parent/guardian over. Should a supplement to these disclosures become mandatory because of a potential triggering of the Illinois Sex Offender Registration Act (730 ILCS 150/1 et seq.), I will provide Immanuel with the associated charge within 10 days of receiving same, by informing Laura Gilleland (VBS, Sunday School, Nursery), Shelly Davidson (Upward) or Lynette Mobley (Immanuel Business Manager) in writing. If you wish to help us defray the cost of the background check, please include a check for \$16.00 in the envelope.**

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**Name of Volunteer**

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**Signature of Volunteer or Guardian**

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**Date**



**CONFIDENTIAL**

**Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last) (Print clearly)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number and/or email: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize Immanuel Lutheran and its designated agents and representatives to conduct a review of my background for employment and/or volunteer purposes. I understand that the scope of the inquiry may include: verification of social security number; current and previous residences; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records (only if you will be driving children at Immanuel).

I further authorize any law enforcement agency or agent thereof to divulge any and all information, verbal or written, pertaining to me, to Immanuel Lutheran. I further authorize the complete release of any records or data pertaining to me which the agency may have, to include information or data received from other sources.

I hereby release Immanuel Lutheran, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

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