

Pasco Riverview Seventh-day Adventist Church

Volunteer Screening Coordinator

Voted by

Church Board on July 20, 2020

1. Approval of Board-appointed position:

VOTED: To create a local church Board-appointed position of Volunteer Screening Coordinator.

2. Job description and term of service

VOTED: To approve the job description (see Exhibit 1) for the Pasco Riverview Church Volunteer Screening Coordinator and to set the term of service for a period of two years, similar to elected leadership positions in the church and terminating at the same time as elected leadership positions.

3. Appointment of Volunteer Screening Coordinator

VOTED: To appoint Rae Cooper as Volunteer Screening Coordinator for the Pasco Riverview Church for a two-year term ending on June 30, 2022.

EXHIBIT 1

LOCAL VOLUNTEER SCREENING COORDINATOR

Appointed by Local Church: Pastoral Staff / Church Board

Reports to Local Church: Pastoral Staff / Church Board

Job Description

- Read and understand UCC provided volunteer screening process materials.
- Coordinate with local Pastor and Nominating Committee regarding volunteer status.
- Coordinate with volunteers to get them screened.
- Provide instruction to volunteers for using the online screening program
- Answer basic questions when needed.
- Maintain record of volunteers who need to be screened
- Notify volunteers who need to complete the screening process
- Track church/school events that require screened volunteers
- Provide information to pastors / principles, church board /school board, church officers / school leaders regarding who is approved to work with children.
- Act as liaison between the local church and UCC Volunteer Screening Coordinator.
- Notify UCC of dates of upcoming events that require a large number of screened volunteers a minimum of six weeks in advance.

Minimum Qualifications of Local Volunteer Screening Coordinator Candidate:

- Have an interest/passion for the safety and protection of children and the volunteers who work with them.
- Member in good standing of the Seventh-day Adventist Church.
- Complete Adventist Screening Verification and obtain a Level 1 status in Upper Columbia Conference.
- Correctly understand and model the behavior outlined in "Guidelines for Volunteers and Caregivers" available from UCC volunteer screening department.
- Have computer and internet access.
- Basic computer skills: internet, scanning, email.

Guidelines for Volunteers and Caregivers

"Guidelines for Volunteers and Caregivers" may be found on the conference website: www.uccsda.org under Support/Human Resources /Volunteer Screening.

Volunteer Pledge:

"Because I want the best possible environment for our children and youth ministries, it is important that we who work with the children and youth have guidelines for conduct to protect both ourselves and those under our care. As a ministry volunteer, I want parents and all others to feel comfortable, safe and confident with me."—Adventist Risk Management

Upper Columbia Conference Definition:

Adventist Screening Verification is Mandatory for:

- All adults, over the age of 18, involved in any capacity in children's and youth ministries and activities.
- All church ministry leaders and officers voted or appointed by the local church. (Consistent with the SDA Church Manual)
- Volunteers for annual events such as Journey to Bethlehem or Journey to the Cross – if not in charge of children, may be screened as a Level 3. (Only training and background check required.)

Excerpted from NAD Policy