

Boone United Methodist Church

SUNDAY MORNING CHILDCARE WORKER

Ministry Application



**BOONE UNITED METHODIST CHURCH
MINISTRY WITH CHILDREN**

Attention: Colette Krontz, Director

471 New Market Boulevard

Boone, NC 28607

colette@booneumc.org

828 264-6090 ext 228

BOONE UNITED METHODIST CHURCH
MINISTRY WITH CHILDREN
SUNDAY MORNING CHILDCARE WORKER

To the applicant:

1. Please complete the attached form in its entirety.
2. Include at least two references of previous employers who can attest to your skills in working with young children and the names of two individuals (not relatives) who have known you for five years or more and who can provide a reference for you.
3. Include a copy of your resume, if you have one.
4. Return the completed application to Boone United Methodist Church, either in person or by mail to the following address: 471 New Market Boulevard, Boone, NC 28607, or by email to colette@booneumc.org.
5. If you have any questions about the process you may contact the Children's Ministry Assistant, Michelle Cowart at (828)719-0020 or the Director of Ministry with Children, Colette Krontz at (828) 264-6090 ext 228 or at the email above.

JOB DESCRIPTION

POSITION: Boone UMC Sunday Morning Childcare Worker
Reports To: Children's Ministry Assistant and Director of Ministry with Children
Status: Part Time

JOB SUMMARY:

Boone UMC seeks Sunday Morning Childcare Workers who are experienced and comfortable working with children ages six months through second grade. Job responsibilities include providing safe, secure, nurturing, clean and efficient care to children. Ministry responsibilities include playing with the child or directing his play, reading to him, praying for each child, exhibiting Christ-like patience and love, and relating the events of the day to the lesson and theme in words the child can understand. We are looking for individuals who are available to work on Sunday mornings from 8:30am to 12:30pm. Candidates should expect to help on Sunday mornings and attend required meetings and training sessions. Send resume and cover letter to: colette@booneumc.org.

RESPONSIBILITIES:

1. Conduct age appropriate daily activities in concordance with the philosophy of the program, such as feeding, changing diapers, maintaining a safe environment, holding, sitting with, and cheerfully interacting with children through games, stories, songs, prayer, and play. Quarterly lesson plans will be provided by the Director, for preschool and young elementary classrooms.
2. Be responsible for the welfare of all children in the group following recommended guidelines.
3. Care for rooms and equipment. Report items needing repair or replacement and submit requests for supplies to the Supervisor.
4. Arrive by 8:30am and remain until 12:30pm; earlier if the room is ready for the next day, all children have left, and the Supervisor dismisses you early.
5. Inform the Supervisor of unreasonable behavior, parent complaints, or other problems which should be handled by the Supervisor in the best interest of the program. Respect confidentiality of any and all

conversations concerning children and staff. Be available for parent conversations if requested by the Supervisor.

6. Work cooperatively with co-workers. Communicate daily plans and express expectations openly. Cooperate with Sunday school teachers and others who share the rooms. Attend required meetings and training sessions as scheduled.
7. Keep records as requested by the Supervisor.
8. Give two weeks written notice of any planned absences. Secure a substitute teacher in advance of being out. Notify the Supervisor of substitutes. In the case of last-minute illness, contact Supervisor by phone, 1 hour prior to his or her shift, so a replacement or volunteer may be found.
9. Conduct oneself at all times in a professional manner.
10. Perform other duties as assigned by Supervisor.

REQUIREMENTS:

Qualifications

1. Experienced in the care of children, 6mo through 2nd grade, with the ability to adapt and interact with a variety of personalities and characteristics.
2. Must be 18 years of age or older.
3. Willing to submit to background and drug screenings.
4. Must present a current immunization record.
5. Must have current American Heart Association or American Red Cross CPR Certification for Infants and Children. Or, be willing to complete a CPR course and receive certification, at BUMC's expense.
6. Must complete the BUMC Childcare Worker Guidelines and Safe Sanctuary Training within the 1 month probationary period.
7. Shall be a person of Christ-like character, a member of a Christian church, and someone committed to furthering the mission of the United Methodist Church.

Personal Characteristics

1. Is committed to the mission and vision of Boone United Methodist Church.
2. Demonstrates an enthusiastic, energetic work ethic. Accomplishes tasks in a professional manner, with minimum supervision.
3. Is warm-hearted. Treats staff and congregation members and visitors with respect and dignity.
4. Seeks innovative solutions to challenges. Exercises sound judgment and come to reasonable and logical conclusions.
5. Is a team player, has a "can do," "how can I help?" attitude.

I have read the job description for a BUMC Childcare Worker and understand its contents.

My signature below indicates my agreement to abide by the requirements set forth above.

Name (print)

Signature, Date

Legal Name: _____

Birth date: _____

Home Phone: (____) _____ Cell / Pager: (____) _____

Work Phone: (____) _____ Best time to call: _____

Physical Address Watauga County:

Permanent Residence:

E-mail Address:

If Student, Major area of study: _____ Anticipated Grad. Date: _____

PlaceOfEmployment: _____

How Long Employed: _____

Marital status: _____ Spouse's Name: _____

Name(s) of children with ages: _____

Do you have a personal relationship with Jesus Christ? Briefly describe.

Date of Baptism: _____

Date(s) of Other Spiritual Milestones (please explain):

Do you attend church on Sunday mornings? _____ Do you attend church at BUMC? _____

List any leadership/volunteer experience you have had working with infants /toddlers /preschoolers /younger elementary):

List any training, education received or spiritual gifts that have shaped you:

Do you have any CPR or First Aid training? _____ If certified, date of expiration? _____

List any other church ministries in which you are involved:

Do you have any physical handicaps or conditions that might prevent you from certain types of activities? _____ If yes, please describe:

Signature:

Date:

Job Related References

List two previous jobs, paid or volunteer, involving children at churches or any other organization (including babysitting) who can attest to your skills in working with young children. Please provide name of organization, location, supervisor's name, dates worked, and work description.

1. Organization: _____ Phone: (____) _____
Location: _____ Supervisor: _____
City State
Type of work: _____ Dates: _____

2. Organization: _____ Phone: (____) _____
Location: _____ Supervisor: _____
City State
Type of work: _____ Dates: _____

Character References

Please provide the names of two individuals (not relatives) who have known you for five years or more and who can provide a reference for you. All people listed as references should be informed that you have listed them. References that are acceptable are limited to the following:

- Former or present pastor
- Long-time friend (minimum of 5 years)
- Teacher
- Church member (who has sufficient strength of relationship to comment on the individual's personal habits and character)
- Employer or colleague

1. Name: _____ Relationship: _____
Address: _____
Street City State Zip
Phone: (____) _____
Email: _____

2. Name: _____ Relationship: _____
Address: _____
Street City State Zip
Phone: (____) _____
Email: _____

Authorization for the Release of Information

Please answer the following questions by circling "YES" or "NO"

- Convicted, plead guilty to, or have pending charges of using or selling drugs? YES
NO
- Convicted, plead guilty to, or have pending charges for DUI? YES
NO
- Convicted, plead guilty to, or have pending charges of child abuse or neglect? YES
NO
- Required to register with the state for any criminal or sexual offense? YES
NO
- Hospitalized or treated for alcohol or substance abuse? YES
NO
- Arrested for criminal offense other than minor traffic violation? YES
NO
- If you have answered "yes" to any of the above, please explain. YES
NO

Or, write that you would prefer talking with one of our staff. _____

- Are there any reasons involving your lifestyle or in your background that would create doubts that you can be entrusted with the care and leadership of children? YES
NO

If "yes" please explain: _____

Applicant's Statement

The information contained is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you information they may have regarding my character and fitness for infant/toddler/children work. I release all such references from my liability for any damage that may result from furnishing such evaluations to Boone United Methodist Church. I understand that a criminal background check will be submitted. I release Boone United Methodist Church from all liability and damages that may occur from the results of this information. I understand that personal information will be held confidential by the professional church staff.

Applicant's Signature: _____

Date: _____

DISCLOSURE REGARDING CONSUMER REPORTS

Boone United Methodist Church
Bone/NC/ 28607
828-264-6090

BOONE UNITED METHODIST CHURCH Will Obtain a Background Check

You acknowledge and understand that in connection with your volunteer application with BOONE UNITED METHODIST CHURCH (including any independent contract for services) or when deciding whether to modify or continue your ongoing involvement, we may obtain a “consumer report” and/or an “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

Consumer Report Defined

A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for involvement. A common term for a consumer report is a “background check report.”

Investigative Consumer Report Defined

An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. An investigative consumer report might include, for example, calls to the personal references you provide or conversations with former supervisors or colleagues where you worked.

Reports May Contain

The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information may be obtained only after a tentative offer of employment has been made.

Your Rights as a Consumer

You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Trak-1's files on you at the time of your request by providing proper identification.

You are further notified that, prior to being denied a volunteer position based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to Trak-1 should be forwarded to:

Trak-1 | Consumer Relations | 7131 Riverside Parkway | Tulsa, Oklahoma 74136

800-600-8999 | CustomerCare@trak-1.com

AUTHORIZATION TO OBTAIN CONSUMER REPORT

The following is information required in order for **BOONE UNITED METHODIST CHURCH** to obtain a complete consumer report:

Full Legal Name : _____
(First Name, Full Middle Name, Last Name)

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Gender*: M / F Race*: _____

Social Security Number: _____ Date of Birth*: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Other or Former Names: (AKA, Maiden Names, Married Names, Surnames, Etc.) _____

Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to **BOONE UNITED METHODIST CHURCH** any records or information referenced in the provided disclosure statement for employment related purposes;
- 2) You authorize **BOONE UNITED METHODIST CHURCH** ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law;
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish **BOONE UNITED METHODIST CHURCH** and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- 5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Customer Signature: _____ Date: _____

** This information will be used for background screening purposes only.*

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.

California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer