

**1. Title:** Volunteers

**2. Purpose:**

2.1 To ensure volunteer workers are appropriately screened and selected to provide services to FPCC in an environment where the safety and security of children, workers, church members, and church visitors are essential.

2.2 To provide clearly defined policies and processes for supervising, directing, and retaining records for FPCC volunteers, in keeping with our religious beliefs and in compliance with applicable laws and regulations.

**3. Policy:**

3.1 Volunteers (except Vacation Bible School volunteers) shall complete a Volunteer Application form and other required documentation and be selected prior to providing services to the church. While someone's desire to volunteer their services is greatly appreciated, FPCC cannot accept all such offers simply because they are made by an individual. Volunteers for VBS only service shall complete a VBS Volunteer Information form in lieu of the Volunteer Application.

3.2 Reference Checking and Background investigations. Following initial discussion with the volunteer candidate, and assuming there is a need and a good fit for the services being offered, background investigations shall be conducted on individuals age 18 or older who will work with children and youth, with the exception of Vacation Bible School volunteers (see OPS 10.03 Volunteer Requirements for further information on this exception). Background investigations may be required for other volunteer positions, at the sole discretion of FPCC and in accordance with applicable law or regulation.

3.2.1 Volunteer candidates should provide at least 3 references who are not relatives but who are familiar with the candidate's character and skills. References will be checked by the individual appointed by the Head of Staff to complete this task. (Reference check documentation shall be filed in the confidential background file.) Exception: if a VBS volunteer is known by an FPCC member, then additional reference checks are not required for VBS service.

3.2.2 If a volunteer will be driving as part of the volunteer services, a background check that includes DMV records is required.

3.2.3 If a background investigation is conducted, FPCC shall comply with Fair Credit Reporting Act (FCRA) authorizations and notifications. (Note: reference checks are considered a consumer report and therefore also may be covered by FCRA. For this reason, reference checking documentation is retained

in the confidential background checking file maintained by the Church Administrator.) Background investigations are strictly confidential and will be disclosed only to FPCC staff or Administrative Committee members who are authorized to conduct or consider the information obtained through this process.

3.2.4 If unfavorable information is returned through the background investigation, FPCC follows FCRA requirements regarding notification to the individual when such information may disqualify the person from consideration as a volunteer. Such individuals will be provided with a copy of the background report and may dispute the accuracy of the information to the background investigation agency, as provided by FRCA in *A Summary of Your Rights Under the Fair Credit Reporting Act*. This document must be provided to such volunteer candidate as part of the *Pre-Adverse Notice* (F-072305).

3.2.5 Background checks shall be ordered and maintained by the Church Administrator unless otherwise determined by the Administration Committee. The documents and information obtained through background investigations shall be kept in a separate, confidential file that is not accessible by the supervisor or other church personnel except as otherwise determined by the Administration Committee. Authorized individuals who order background checks, maintain the document files, or access such files are responsible for legal compliance under the Fair Credit Reporting Act (FCRA) and any other applicable laws and regulations.

3.2.6 Additional background checks may be ordered at any time by FPCC at its sole discretion, and the candidate's completion of the *Volunteer Confidential Information Form and Consent to Conduct Background Investigation* (F-072304) permits the church to perform such additional background checks at any time the individual remains an active volunteer. Normally, follow-up background checks will be completed not less than every two years, at a time established by the Head of Staff.

3.3 The Head of Staff may delegate volunteer selection, supervision, and coordination to another staff member or to Committee Chairpersons. Such delegate is responsible for adhering to and supporting this policy.

3.4 Volunteer master files shall be filed centrally in the Church Office in files maintained by the Church Administrator. Working copies of volunteer information that does not contain sensitive personal information may be maintained in supervisor desk files. Sensitive personal information includes but is not limited to social security numbers and letters explaining any adverse information that may have been identified in a background investigation.

3.5 Volunteers shall be at least 16 years of age, and applicable child labor laws shall be observed. Certain restrictions for young volunteers under the age of 18 will apply according to the nature of the volunteer responsibilities (i.e., in the case of child care volunteers, a volunteer under the age of 16 may only work when a more senior child care worker over the age of 18 is continuously present and when such person has completed a recognized child care curriculum). Vacation Bible School volunteers under age 16 are permitted, providing that they are working in tandem with at least one volunteer age 18 or over. VBS workers are not required to have completed a recognized child care curriculum. (See also OPS 10.03 Volunteer Requirements.)

**4. Definitions:**

4.1 Consumer Credit Report. This label may be confusing because FPCC does not obtain credit scores on volunteers. However, other background information that the church investigates is labelled by the Fair Credit Reporting Act in this manner.

4.2 Fair Credit Reporting Act – the federal law that regulates consumer reports and investigative consumer reports. Background investigations are considered consumer reports and investigative consumer reports that are subject to this law.

**5. References:**

- Federal Trade Commission. *Fair Credit Reporting Act 15 U.S.C §1681*. September, 2012.
- *A Summary of Your Rights Under the Fair Credit Reporting Act*.
- See also OPS 07.02 Authorization, Recruitment, and Selection of Employees for additional information on background checking and related processes, many of which also apply to volunteers.
- See also OPS 10.03 Volunteer Requirements.

**6. Applicability:**

This policy applies to all FPCC volunteers but does not apply to Presbyterian Day School volunteers because PDS has its own personnel policies that govern the selection and supervision of volunteers. However, PDS is required to comply with all applicable laws with regard to volunteers, including but not limited to the Fair Credit Reporting Act (FCRA).

**7. Procedures:**

7.1 When a new volunteer has successfully cleared any required background checks and joins the FPCC team, the assigned supervisor is responsible for ensuring the volunteer is oriented on applicable church policy and procedures,

including but not limited to child safety and security, as well as general safety and security procedures.

7.2 Appropriate introductions to other staff members and volunteers should be conducted by the supervisor.

7.3 Volunteer records files will be maintained by the Church Administrator in a locked cabinet in the church office. Supervisors may retain working copies of volunteer personnel contact information and other non-confidential volunteer information if desired, but all official, required records must be filed in a central location maintained by the Church Administrator. Background investigation documents are retained in the volunteer confidential file as long as legally required. When they can be legally destroyed, destruction is by shredding, which is managed by the Church Administrator. Records for Vacation Bible School (VBS) only volunteers are forwarded to the Church Administrator not later than the conclusion of each year's VBS, and these records are retained alphabetically in a folder indicating VBS and the year (i.e., separate files for each VBS volunteer are not required). Such VBS folders may be shredded after three years, or as permitted by law.

**8. Review Schedule:**

The review date for determining if a revision is necessary is the triennium of the effective date unless for any reason a change is required sooner.

**9. Approval:**

Session approved this OPS on the above effective date.

Appendix A

**Form Title:** Volunteer Application (*F-072301*)

**Purpose:** This form is required as an application to perform volunteer work for First Presbyterian Church of Conroe.

**Use:** Use the attached form as the official application from a person who volunteers his/her unpaid services to the church. It is completed by the applicant, typically after he/she has discussed volunteering with a member of FPCC staff or a ministry or committee chairperson. This completed form is filed in the Volunteer Pending File until the person is engaged or disqualified from volunteer work at FPCC. If the individual is engaged, this form is moved to the Active Volunteer General file in the Church Office. If disqualified, the file is moved to the Disqualified Volunteer Candidate area of the confidential volunteer files.

The Church Administrator ensures that this form is retained as required for regulatory and legal compliance.

Copies of the below form are available in the Church Office.

**VOLUNTEER APPLICATION**

**First Presbyterian Church of Conroe (FPCC)**

**CONTACT INFORMATION (Please clearly print all information except signature)**

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last, First, Middle) Day/Month/Year

Street Address: \_\_\_\_\_  
(Include full address: number, street, city, state, zip)

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Workplace Name, if employed \_\_\_\_\_

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

Are you a member of our church? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, year joined?

\_\_\_\_\_ If not a member of this church, what church are you a member of and for how long?

<p>Are you a student? Yes _____ No _____</p> <p>If yes, is volunteer work required for school? Yes _____ No _____</p> <p>If yes, how many volunteer hours are required? _____</p> <p>Are you under the age of 18? Yes _____ No _____ <b>If under age 18, birthdate</b> ____/____/____</p>
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What area(s) of ministry do you wish to serve and why?

List any skills, experiences, clubs, affiliations, certifications, licenses or other information that you believe would be helpful to the area for which you wish to volunteer. (You can also attach additional information. Is information being attached to this application? Yes \_\_\_\_\_ No \_\_\_\_\_)

Describe any volunteer experiences that you have. Where/when did you volunteer and what were your responsibilities?

If you are selected for a volunteer opportunity with FPCC, when can you start and what schedule are you available to volunteer?



Appendix B

**Form Title:** Volunteer Information Request Letter Template (F-072302)

**Purpose:** This form is a template letter to individuals age 18 or older who are candidates for volunteer roles at First Presbyterian Church of Conroe, who have cleared the interview and preliminary candidate screening process and are being prepared for the background checking process. Although the letter is not a legal requirement, the two forms that are enclosed with the letter are legally required prior to conducting reference checks and background checks. The letter provides a clear communication to candidates about the background checking process and a record for FPCC of having provided the legally required forms.

**Use:** Use the attached letter template to explain to volunteer applicants the background checking process and to provide them with the *Notice to Volunteer/Volunteer Applicant Regarding Background Investigations* and the *Candidate Information Form and Release for Background Checks*. This letter is filed in the Volunteer Pending File until the person is engaged or disqualified from volunteer work at FPCC. If the individual is engaged, this form is moved to the Active Volunteer Confidential Background file in the Church Office.

The Church Administrator ensures that this letter is retained as required for regulatory and legal compliance.

Copies of the below template are available in the Church Office.

**Personnel Management**

**Policy Number: 07.23**

**Effective Date: Jul. 17, 2016**

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First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304  
[DATE]

[FULL NAME & ADDRESS OF VOLUNTEER]

Dear [FIRST NAME, OR MR/MRS/MS + LAST NAME]:

The First Presbyterian Church of Conroe (“FPCC”) is so pleased that you have volunteered your services to this church!

Because of the nature of the volunteer work you have expressed interest in doing for us and are being considered for, it is necessary for you to satisfactorily complete a background check.

We do not check credit scores, but the background investigation will consist of:

- Social Security number confirmation.
- Criminal background investigation.
- If you will be driving as part of your volunteer activities, a DMV check will be included.

All information related to these items needs to be disclosed on the enclosed *Volunteer Confidential Information Form & Consent to Conduct Background Investigation*. If the results of the background check are unsatisfactory to FPCC, or it is found that you falsified or did not disclose relevant information on your Volunteer Application and the *Candidate Information Form & Consent*, we unfortunately will not be able utilize your volunteer services (or continue your current volunteer association if you are already working with FPCC).

Please complete the legally required *Volunteer Information Form & Consent* and return it to the FPCC Church Administrator, Donna Senecal, promptly so that your background check can be initiated as soon as possible. The other enclosed form, *Notice to Volunteer/Volunteer Applicant Regarding Background Investigations*, is for you to retain with your records.

Thank you so much for your interest in providing volunteer services to the First Presbyterian Church of Conroe!

Sincerely,

Rev. Dr. David H. Green  
Senior Pastor, Head of Staff  
936-756-8884

Enclosures (2):

*Notice to Volunteer/Volunteer Applicant Regarding Background Investigation*  
*Volunteer Confidential Information & Consent to Conduct Background Investigation*

Appendix C

**Form Title:** Notice to Volunteer/Volunteer Applicant Regarding Background Investigations (F-072303)

**Purpose:** This form is provided to individuals age 18 or older who are candidates for designated volunteer roles at First Presbyterian Church of Conroe, who have cleared the interview and preliminary candidate screening process and are being prepared for the background checking process. It is a legally required disclosure document and must be provided to the candidate as a separate document. It cannot be merged with any other document.

**Use:** Use this form to disclose to volunteer applicants the background checking process. It must be provided as a separate document, but it is given to the candidate along with the separate *Candidate Information Form and Release for Background Checks*. This form is not signed and returned by the applicant and therefore does not need to be filed at FPCC.

The individual who provides the <i>Candidate Information Form and Release for Background Checks</i> ensures that the disclosure form is provided to the candidate as required for regulatory and legal compliance.
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Copies of the below form are available in the Church Office.

**Below is a legally required consumer notice for your information: please retain it for your personal files.**

**Notice to Volunteer /Volunteer Applicant Regarding Background Investigations**

In conjunction with your application for becoming a volunteer (or your continuing to serve in a much appreciated volunteer capacity) at First Presbyterian Church of Conroe (FPCC), notice is being given to you through this document that a consumer report and / or investigative consumer report may be obtained from a consumer reporting agency for volunteer engagement or continuing volunteer engagement purposes. Thus, you may be the subject of a “consumer report” and /or “investigative consumer report” as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681). These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, driving and/or motor vehicle records, social security verification, education or employment or volunteer history, or other background checks. You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting FPCC at 936-756-8884 and the consumer agency that provided the report.

**Instructions to FPCC representative:** Give a copy of this notice to any volunteer or volunteer applicant for whom FPCC does not have a signed and dated background investigation authorization form in the file, and for whom such documentation is required. Do not put any other document on this page or combine this page with any other document. Next, provide the candidate or current volunteer with the background investigation authorization form (F-072304 *Volunteer Confidential Information Form and Consent to Conduct Background Investigation*) to complete and directly return to the Church Administrator.

Appendix D

**Form Title:** Volunteer Confidential Information Form and Consent to Conduct Background Investigation (*F-072304*)

**Purpose:** This form is provided to individuals who are candidates for volunteer roles at First Presbyterian Church of Conroe that require a background check, who have cleared the interview and preliminary candidate screening process and are being prepared for the background checking process. It is a legally required consent document and must be provided to the volunteer candidate as a separate document. It cannot be merged with any other document.

**Use:** Use this form to request authorization by a volunteer or volunteer applicant age 18 or older to conduct the background checking process. The form includes the personal information required to complete a background investigation, which must be provided by the volunteer or volunteer applicant as a condition of FPCC's acceptance of his/her services. It must be provided as a separate document, but it is given to the candidate along with the separate *Notice to Volunteer/Volunteer Applicant Regarding Background Investigations*. This form must be signed and dated by the applicant before reference and background checks are conducted. The form is used by the Church Administrator to request a background check. It is filed in the front of confidential background check file.

The individual who provides the *Volunteer Confidential Information Form and Consent to Conduct Background Investigation* must ensure that the disclosure form also is provided to the candidate, as required for regulatory and legal compliance.

Copies of the below form are available in the Church Office.

**VOLUNTEER CONFIDENTIAL INFORMATION FORM AND  
CONSENT TO CONDUCT BACKGROUND INVESTIGATION**

I, \_\_\_\_\_, authorize First Presbyterian Church of Conroe  
(Please print full name)

(FPCC) and its designated agents and representatives to conduct a review of my background through a consumer report and/or an investigative consumer report, to be generated for clearance as a volunteer worker. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to: verification of Social Security number; current and previous residence addresses; references; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration.

- By signing below, I acknowledge separate receipt of the *Notice to Volunteer/ Volunteer Applicant Regarding Background Investigations* and certify that I have read this disclosure. Furthermore, I authorize FPCC to obtain consumer reports and/or investigative consumer reports at any time after receipt of this authorization and throughout the course of my engagement as a volunteer. I acknowledge and agree that the scope of this authorization is not limited to the present, and if I am engaged as a volunteer, will continue throughout this engagement unless I revoke this authorization in writing.
- I authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I understand that I must provide my date of birth to adequately complete this report. I authorize and request any present or former employer, school, police department, or other persons having personal knowledge of me to furnish FPCC or its designated agents with any and all information in their possession regarding me in connection with the volunteer work for which I am being considered. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.
- I release FPCC and its officers, employees, agents, officials, representatives or assigned agencies, 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 release of information.

I understand that if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of consumer's rights will be provided to me.

_____ Signature of Volunteer	____/____/_____ Date (month, day, year)
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**Personnel Management**

**Policy Number: 07.23**

**Effective Date: Jul. 17, 2016**

*Please Clearly Print All Information Below*

_____	____ - ____ - ____	____/____/____	_____
Full Name of Volunteer (Last, First, Middle)	Social Security Number	Birth Date	Sex (M/F)

Former Names Used, Including Maiden (_____)		
_____	_____	_____
Telephone Number	Current Full Address (Street Number and Name, City, State, Zip)	County

_____	_____	_____
Driver's License Number	State of Issue	Full Name on Driver's License

**Prior residence addresses for the past seven (7) years: (*Indicate full address, including zip and county*)**

_____	_____	_____	_____	_____	_____	From ____ To ____
Number	Street	City	State	Zip	County	

_____	_____	_____	_____	_____	_____	From ____ To ____
Number	Street	City	State	Zip	County	

_____	_____	_____	_____	_____	_____	From ____ To ____
Number	Street	City	State	Zip	County	

_____	_____	_____	_____	_____	_____	From ____ To ____
Number	Street	City	State	Zip	County	

_____	_____	_____	_____	_____	_____	From ____ To ____
Number	Street	City	State	Zip	County	

_____	_____	_____	_____	_____	_____	From ____ To ____
Number	Street	City	State	Zip	County	

_____	_____	_____	_____	_____	_____	From ____ To ____
Number	Street	City	State	Zip	County	

**Answer each question below with yes or no:**

1. Have you ever been convicted of or pled guilty or no contest to a criminal charge?
2. Are you currently awaiting trial, sentencing or disposition of a criminal charge?
3. Are there any facts regarding you or your background that would cause either you or the church to have concerns about your being entrusted with the supervision, guidance, and care of minors?

If you answered Yes to Numbers 1, 2 or 3 above, provide the Case Numbers, Date of Action, Disposition, Place of Occurrence and Current Status or other information below. If more space is needed, add supplemental sheets. **Any such criminal actions do not automatically disqualify you, but we will need to consider them in context of the duties and types of access of the volunteer work for which you are being considered.**

Are additional sheets attached? Yes \_\_\_\_ No \_\_\_\_

Appendix E

**Form Title:** Background Check Pre-Adverse Action Notice (F-072305)

**Purpose:** This template letter is provided to individuals age 18 or older who are candidates for designated volunteer roles at First Presbyterian Church of Conroe, but who have not yet cleared the background checking process because of unfavorable information on the report(s). It is a legally required pre-action notice and must be provided to the candidate under the Fair Credit Reporting Act (FCRA) before an adverse determination is made by the background check review team regarding the individual's candidacy as a volunteer.

**Use:** Use this template letter when the background check information requires further review and explanation, which might lead to the volunteer candidate's disqualification. A copy of this notice is filed in confidential background check file.

<p>The individual who provides the <i>Background Check Pre-Adverse Notice</i> ensures that the two required attachments also are provided to the candidate as required for regulatory and legal compliance.</p>
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Copies of the template form letter are available in the Church Office.

**Background Check Pre-Adverse Action Notice**

First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304  
[DATE]

[FULL NAME & ADDRESS OF PERSON OFFER IS BEING MADE TO]

Dear [NAME OF CANDIDATE]:

This notice is to inform you that information obtained in your background check has screened you as being in danger of not satisfactorily passing the First Presbyterian Church of Conroe's (FPCC's) requirements for volunteer engagement in the role of [ENTER POSITION TITLE].

The reason for this concern is: [STATE THE AREA WHERE THE INDIVIDUAL DID NOT PASS THE SCREEN]

The source of the background check information is:

[ENTER BACKGROUND CHECK SOURCE, ADDRESS, CONTACT INFORMATION, INCLUDING PHONE NUMBER].

Please understand that the background information source is not responsible for making the engagement decision, or for accepting or rejecting your candidacy for the volunteer role. This source is only responsible for providing the information that has been requested from it.

If you wish to contest the information and provide an explanation, the First Presbyterian Church provides you with an opportunity to demonstrate that you should not be excluded from volunteer work in this role due to your particular circumstances. FPCC will then consider whether the additional information provided by you warrants an exception to the exclusion.

**IMPORTANT: To take advantage of the above offer, you must call Donna Senecal, Church Administrator, at (936) 756-8884 within seven (7) business days of the date of this notice. If you fail to do this, a final decision regarding your volunteer engagement in this role will be made according to our policies after the conclusion of seven (7) business days of the day this notice is dated above. If you have scheduled a timely meeting or provided additional information, a final decision will be made within not more than seven (7) business days from that meeting or timely receipt of additional information from you.**

Attached to this notice is a summary of consumer rights under the Fair Credit Reporting Act.

Sincerely,

[FULL NAME OF BACKGROUND CHECK ADMINISTRATOR]  
[TITLE & TELEPHONE]

Enclosures (2): *FCRA Rights Summary, Copy of Report with Issues*

Appendix F

**Form Title:** Background Check Adverse Action Notice and Volunteer Disqualification Letter (*F-072306*)

**Purpose:** This letter must be provided to individuals over the age of 18 who are volunteer candidates at First Presbyterian Church of Conroe and who have not cleared the background checking process satisfactorily. For this reason, they are disqualified from providing their services in the volunteer role(s) for which they were considered. It is a legally required notice under the Fair Credit and Reporting Act (FRCA). It can only be provided after the Pre-Adverse Notice period has expired and the background check review team have concluded that the candidate may not provide volunteer services to FPCC.

**Use:** Use this form to notify the unsuccessful candidate and to provide FRCA required information to him/her. A copy of this letter is filed in the confidential background check file and the files are moved to a confidential disqualified file area that is secured and retained according to applicable law and regulation.

Copies of the below form letter are available in the Church Office.

**Background Check Adverse Action Notice and Volunteer Disqualification**

First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304  
[DATE]

[FULL NAME & ADDRESS OF PERSON OFFER IS BEING MADE TO]

Dear [NAME OF VOLUNTEER CANDIDATE]:

This notice is to inform you that information obtained in your background check, combined with the information that you provided (if you provided additional information) following our Pre-adverse Action Notice dated [DATE OF PRE-ADVERSE ACTION NOTICE], did not satisfactorily meet the First Presbyterian Church of Conroe's (FPCC's) requirements for volunteer engagement in the role of [ENTER POSITION TITLE]. Consequently and most regrettably, we are unable to accept your generous offer to volunteer your time in this capacity.

The source of the background check information used in our decision-making process is:  
[ENTER BACKGROUND CHECK SOURCE, ADDRESS, CONTACT INFORMATION, INCLUDING PHONE NUMBER].

Even though you were provided with a copy of your background report along with the previous letter to you dated [DATE OF PRE-ADVERSE ACTION NOTICE], you may request an additional free copy of your report from the consumer reporting agency listed above if you make that request within 60 days of the date of this notice.

Please understand that the background information source is not responsible for making the hiring decision, or for accepting or rejecting your candidacy for the position. This source is only responsible for providing the information that has been requested from it. Attached to this notice is a summary of consumer rights under the Fair Credit Reporting Act.

Sincerely,

[FULL NAME OF BACKGROUND CHECK ADMINISTRATOR]  
[TITLE]  
[TELEPHONE]

Enclosure: *FCRA Rights Summary*

Appendix G

**Form Title:** Volunteer Appointment Letter (*F-072307*)

**Purpose:** This letter can be provided to individuals who have cleared their background checks and are accepted for volunteer roles at First Presbyterian Church of Conroe. It is not a legally required document, but it is a good document for the volunteer to be given, especially after the rigor of this process, and for the church to retain a copy.

**Use:** Use this letter template to communicate acceptance of a volunteer for service to FPCC. If provided, a copy must be filed in the individual's Active Volunteer General file in the Church Office.

Copies of the below letter template are available in the Church Office.

**[FPCC VOLUNTEER APPOINTMENT LETTER]**

First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304

[DATE]

[FULL NAME & ADDRESS OF VOLUNTEER]

Dear [FIRST NAME, OR MR/MRS/MS + LAST NAME]:

Thank you for your willingness to volunteer your time and talent at the First Presbyterian Church of Conroe ("FPCC")! We are delighted to have join us as a volunteer [JOB TITLE] reporting to [SUPERVISOR NAME]. [IF APPLICABLE: The required background check was satisfactory to us, and we truly appreciate your taking the time to participate in this important aspect of providing for the safety of our members, workers and others who are part of our church community.]

Please contact [NAME OF CONTACT] or me at 936-756-8884 as soon as possible so we can discuss your new role, start date and time, and announce your arrival to other members of our community.

We sincerely hope that you will be joining the First Presbyterian Church of Conroe as a volunteer soon! If I can help you in any way, please don't hesitate to let me know.

Sincerely,

Rev. Dr. David H. Green  
Senior Pastor, Head of Staff  
936-756-8884

Appendix H

**Form Title:** Volunteer Action Notice (*F-072308*)

**Purpose:** This form provides essential information about FPCC volunteers for the official record.

**Use:** Use this form to provide information about a volunteer, when he/she is engaged and when changes are made to important information that needs to be retained in the central record. A copy must be filed in the individual's Volunteer General file in the Church Office.

Copies of the below form are available in the Church Office.

**Personnel Management**

**Policy Number: 07.23**

**Effective Date: Jul. 17, 2016**

**Recordkeeping: Volunteer Action Notice**

<b>GENERAL INFORMATION</b>		
Name: _____	M	F
(Last, First, Middle)	(Sex)	
Mailing Address _____		
(Number and Street )	(City)	(State) (Zip)
Home Phone (____)	Cell Phone (____)	Date of Birth _____
		(mm) / (dd) / (yyyy)
E-Mail _____ Alt E-Mail _____		
Emergency Contact _____		
(Name)	(Relationship)	(Phone #)

<b>VOLUNTEER APPOINTMENT</b>		
Start Date ____/____/____	Job Title _____	Dept _____
Supervisor _____		

<b>TRANSFER, CHANGE POSITION, SUPERVISOR, OTHER</b>	
Transfer to Dept _____	Effective Date ____/____/____
New Position Title _____	Effective Date ____/____/____
New Supervisor _____	Effective Date ____/____/____
Other Change in Status: _____	Effective Date ____/____/____

<b>SEPARATION FROM VOLUNTEER APPOINTMENT</b>	
<input type="checkbox"/> Voluntary or <input type="checkbox"/> Involuntary	Effective Date ____/____/____
Termination Reason: _____	Last Day Volunteered ____/____/____

<b>ADMINISTRATIVE APPROVALS &amp; PROCESSING</b>		
First Approval _____	_____	____/____/____
(Supervisor's Printed Name)	(Signature)	(Date Signed)
2nd Approval <u>David H. Green</u>	_____	____/____/____
Senior Pastor & Head of Staff	(Signature)	(Date Signed)
Data Entered by _____		
(Printed Name)	(Signature)	(Date Entered)

Appendix I

**Form Title:** Volunteer Reference Check Form (*F-072309*)

**Purpose:** This form provides reference check information on volunteers.

**Use:** Use this form to gather information about a volunteer to help determine if he/she is an appropriate candidate for the volunteer role under consideration. Completed reference check forms need to be filed in the individual's Volunteer Confidential file in the Church Office.

Copies of the below form are available in the Church Office.

**First Presbyterian Church of Conroe  
Volunteer Reference Check Form**

(Clearly print all information. Use back of form or attachments if needed.)

**Volunteer Applicant Name:**

Date reference check was completed:

Volunteer role being considered for:

Name of FPCC person doing the reference check:

Reference organization name, if applicable:

Contact person (the person who provided you this info):

Contact's phone number:

**Questions to ask:**

- How do you know this person? For how many years?

If the reference source knows the candidate from work, ask:

- Was the applicant an employee or volunteer of your organization? (Circle one)
- What were the applicant's dates of employment or volunteer service?  
Start date:  
End date:
- Why did this person leave the organization?
- What was the person's position and responsibilities?
- How would you rate the person's performance?
- Did the person have any performance issues?
- Would you re-hire or re-engage this person? Why? Why not?

Regardless how the reference source knows the candidate, ask:

- What are the person's strengths?
- What are the person's weaknesses?
- How well does the person get along with the people he/she interacts with?
- Can you describe this person's experience working as a member of a team?
- Describe an environment that would *not* be suitable for this person.
- What inspires this person? Frustrates him/her?
- [If applicable to the role] Describe how this person works with children/youth. Are there any issues about which you're aware?
- Let me briefly describe the role we are considering this person for. Please describe how good a fit you think this person would be for this role.
- Is there anything I haven't asked that you would like to share with me?

Appendix J

**Form Title:** VBS Volunteer Information Form (*F-072310*)

**Purpose:** This form provides basic information about Vacation Bible School (VBS) volunteers.

**Use:** Use this form to obtain essential information about a VBS volunteer. The form can be completed on the volunteer's first day if he/she has not completed it in advance of the start of VBS. Completed VBS Volunteer Information forms need to be filed in an annual VBS folder in the Church Office, not later than the end of each year's Vacation Bible School. Prior to the completion of a year's VBS, the form may be retained by the VBS coordinator for quick reference, but it is subsequently sent to the Church Office for filing.

Copies of the below form are available in the Church Office.

**Personnel Management**

**Policy Number: 07.23**

**Effective Date: Jul. 17, 2016**

**VBS VOLUNTEER INFORMATION FORM**

**First Presbyterian Church of Conroe (FPCC)**

(Please clearly print all information except signature)

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last, First, Middle) Day/Month/Year

Street Address: \_\_\_\_\_  
(Include full address: number, street, city, state, zip)

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

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

Your Emergency Contact Name, Relationship, and Telephone Number:

Are you a member of our church? Yes \_\_\_\_\_ No \_\_\_\_\_

If not a member of FPCC, what church do you attend and where is it located?

Who at First Presbyterian Church of Conroe knows you?

How does this person know you?  
\_\_\_\_\_

Are you age 18 or older? \_\_\_\_ yes \_\_\_\_ no. If no, what year were you born? \_\_\_\_\_

**REFERENCES** *If you were not referred by a member of FPCC*, please provide the names of three persons unrelated to you, whom you have known at least three (3) years and who can comment on your character and skills.

Individual's Name & How They Know You	Contact Information (i.e., address, email, phone)	Years Known
1		
2		
3		

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date