



CHILDREN'S MINISTRY WORKER

Name: _____

Address: _____

Phone #: _____

Email: _____

Do you have a current copy of a State I.D. or Drivers License? _____

** Copy of current I.D. must be provided or scanned in the office. **

CONTACT WESTMEADE:

OFFICE@WESTMEADEBAPTIST.ORG

BEN@WESTMEADEBAPTIST.ORG

256-353-8239

Are you a member AND regular attender of Westmeade? _____

If so, how long have you been a member? _____

If other than Westmeade, please list any church or churches you have regularly attended in the last 5 years.

Please provide a brief testimony about how you became a Christian.

Do you have any experience working in a church Nursery or Pre-K area? If so... explain.

Which area(s) would you prefer to serve in?

Any Area

Nursery (babies – 1's)

Pre-K (2's – 4's)

Kid's Worship (K – 5th)





CHILDREN'S MINISTRY WORKER - - References & Background Consent

The following information is stored in a locked cabinet in a locked office at the church. The following information will never be stored online or shared with anyone at any time for any reason. Additionally, we use a trusted and secure background check provider anytime a background check is performed. If you have any questions, please contact Ben Tinley by phone or email.

2 Personal References:

Name: _____

Name: _____

Telephone #: _____

Telephone #: _____

Background Check Information + Consent

Full Name (printed): _____ Maiden: _____

Current Address: _____

Aliases (Printed): _____

Birth Date: _____

Place of Birth: _____

Social Security #: _____

Driver's License #: _____

The provided information on this document is correct and complete to the greatest of my abilities. I hereby grant Westmeade Baptist Church authorization to perform a background check from an authorized agency to meet the requirements set forth by the Children's Ministries Policies and Procedures.

I hereby grant permission for an authorized background check agency to release any information which pertains to any record of convictions contained in its files, or in any criminal file maintained on me whether local, state, or national. I hereby release said agency from any and all liability resulting from such disclosure.

Print: _____

Signature: _____

Date: _____





CHILDREN'S MINISTRY WORKER - - Job Description



Administrative: (Paid Staff Only)

- Hours: Sunday Service Hours [5:45 – 7:15 pm] \ \ Wednesday Service Hours [6:30 – 8:30 pm].
Special Events including VBS \ \ Revivals \ \ PNO \ \ etc.
Please be in rooms 15 minutes prior to beginning of services.
- Please notify Ben Tinley ASAP if you are unable to work during a scheduled time.
- Please write down hours (time arrived & time leaving) on the provided monthly schedule. Calendars will be turned in and approved at the end of each month.
- Any worker grievances should be handled in a Godly manner with intent to build relationship and reconcile any concerns. If this can't be accomplished between those involved, the Children + Family Minister (Ben Tinley) should be informed of the situation so that the problem can be addressed appropriately.

Ministry:

- Greet parents upon arrival.
- Write down any need-to-know information on marker board... Feeding | Potty Training | Medication | etc.
- Supervise the children in your assigned area and give the children in your class your FULL attention.
- Dress in a way that is modest + appropriate for working / playing with children. Casual attire is recommended in order to effectively interact and engage with children.
- Interact with children according to their needs. Sitting | Rocking | Holding | Playing Games | etc.
- Assist children in routine hygiene. Washing Hands | Diaper Change | Potty Training | etc.
- Classrooms and Children should be kept clean, organized, and orderly.
- Clean (Wipe Down \ Spray) any used toys and surfaces when time is over. Pull any dirty linens and put in basket to be washed.
- No corporal punishment is allowed by any worker for any reason.
Time Out and any positive reinforcement disciplinary measures are acceptable. If child remains unruly, contact Children + Family Minister (Ben Tinley) to come to the room. If misconduct continues parents will be contacted.
- If any type of abuse is suspected or spoken of to you by the child, IT MUST BE REPORTED IMMEDIATELY to the Children + Family Minister (Ben Tinley).

Print: _____

Signature: _____

Date: _____

