

## **TheAlley Church Volunteering Policy and Procedures**

### **Principles:**

God's people have been given various gifts to be used for God's glory. TheAlley desires to maximize these gifts in her covenant members and regular attenders to provide spiritual growth for the individual, blessing for those being served and develop community among believers.

### **General Guidelines:**

Each ministry leader will pray about personal and ministry needs. The ministry leader will discuss with appropriate staff member the need for volunteers, equipment and supplies as needed. The need for volunteers will be prayed over and shared through various venues to recruit volunteers.

All volunteers will be interviewed by the ministry leader or pastor prior to being able to volunteer. The job description will be discussed during this interview.

In addition to the interview all volunteers who would like to serve vulnerable populations (nursery, AlleyKids, AlleyTeens, women's shelter, FirstCare) and/or will be involved in the counting of monies will have a background screening performed by the Director of Operations. The background form can be obtained by the volunteer from the Director of Operations or ministry leader via email or paper copy. The form will be submitted to the screening agency. After clearing the screening process the Director of Operations notifies the ministry leader.

### **Specific Guidelines**

With all persons spending time at church or on a mission trip or other church sponsored outing, the truddy (triple buddy) system will be in use. If both genders are present at least 3 people must be in the building at all times unless it is a married couple. For the nursery and youth ministries two adults must be present with a child at all times. An adult is someone 21 or older.

#### **Criminal History**

Although grace and forgiveness are found in Jesus and extended freely through His love at theAlley in His Name, there are certain safeguards established by the board for the safety and welfare of those involved in church activities. In the case of prior criminal activity, these guidelines will be followed.

Under no circumstances will anyone with a history of sexual predatory abuse, molestation, assault, pornography or other deviant behavior be allowed to volunteer with vulnerable populations. No one with financial mismanagement will be allowed to serve as an offering counter.

If someone has a criminal background other than those offenses listed and seeks to volunteer, the Director of Operations will confidentially speak with the ministry leader. Minimally, volunteers must wait a period of at least 2 years from the date of conviction to volunteer. Depending on the nature of the crime further restrictions may be enforced.