

Waterloo Christian Reformed Church Credentials for Program Leaders/Workers

Purpose:

This document outlines the requirements for persons wishing to serve in leadership or volunteer roles within the ministries of the Waterloo Christian Reformed Church (WCRC).

Memberships:

Pastoral Ministry has defined four types of membership of Waterloo CRC as follows (see the document, "**Membership at WCRC: Current and Proposed**", 200?):

1. Professing Adult Member (18 years of age or older)
2. Professing Member (under 18 years of age)
3. Baptised Member (not voting)
4. Associate Member (not voting)

Rationale for Requirements:

- a) Requirement: Adult Professing Member, 6 months as member of WCRC

Rationale: These members demonstrate maturity in their faith, commitment to the church and have knowledge of our denomination and congregation as they serve in roles of leadership, responsibility, teaching and nurturing.

- b) Requirement: Member of any type

Rationale: These members demonstrate maturity in their faith and commitment to the church. Positions with this requirement serve in roles with limited levels of responsibility and leadership and fall under the supervision of a program leader or coordinator.

- c) Requirement: Committed Christian

Rationale: These volunteers acknowledge the Bible as God's word, are open to its message and are positive about sharing their faith with others. These volunteers need not be members of WCRC and they serve under the guidance and supervision and at the discretion of a program leader or coordinator. Positions with this requirement have limited levels of responsibility and leadership. The program leader or coordinator may request a letter of recommendation from another church or other referee to verify the suitability of these volunteers.

- d) Requirement: Police check (Criminal Records Check or CPIC)

Rationale: The criminal records check is a requirement of the **Waterloo Christian Reformed Church Abuse Prevention and Response Policy**. It is intended to ensure the safety and security of children and vulnerable adults in our congregation. Volunteers who are in contact with children, vulnerable adults, who make visits to members of the congregation, or who may be involved in individual counselling or care, **must complete this requirement every three years**.

- e) Requirement: Six-month waiting period for all volunteers working with children or vulnerable adults.

Rationale: A six-month waiting period provides time for the ministry leaders and coordinators to get to know a potential volunteer and to be in a better position to evaluate his/her suitability

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for a volunteer position. Any exceptions to the membership rule will be reviewed on an individual basis by the program coordinator and Council.

Council:

All members of Council must be Professing Adult Members and have been a member of Waterloo CRC for at least 6 months. The only exception occurs when a new Minister is called as he/she need not have been a member of Waterloo CRC for 6 months prior to serving on Council. All members of Council are required to obtain a police check.

Community Ministry:

Friendship:

1. The co-ordinator must be a Professing Adult Member and a member of Waterloo CRC for at least 6 months. A police check is required.
2. Volunteers working with children or vulnerable adults must be 16 years of age or older, must complete the six-month waiting period and be committed Christians. A police check is required.

Coffee Break:

1. Coffee Break co-ordinators must be Professing Adult Members and members of Waterloo CRC for at least 6 months. A police check is required.
2. Coffee Break leaders (i.e. Leaders of Little Lambs, Story Hour and Nursery) must be Professing Adult Members and members of Waterloo CRC for at least 6 months. A police check is required.
3. Bible study leaders must be committed Christians. A police check and the six-month waiting period are only required for Bible study leaders who volunteer with children or vulnerable adults.
4. All other volunteer opportunities such as Nursery attendants, helpers, Social and Fundraising committees within the group are open to any participant. For volunteers who work with children or vulnerable adults, the six-month waiting period and a police check are required.

Vacation Bible School:

1. Co-ordinators must be Professing Adult Members and members of Waterloo CRC for at least 6 months. A police check is required.
2. Story, Activity and Craft teachers must be committed Christians. The six-month waiting period and a police check are required.
3. Kitchen supervisor must be a Professing Adult Member. All other volunteer positions in the kitchen are open to anyone. A police check and six-month waiting period are required for positions that involve working with children or vulnerable adults.
4. Group leaders must be committed Christians. A police check is required for group leaders, they must be 16 years of age or older and the six-month waiting period applies.
5. Helping opportunities are open to anyone. Helpers will be under the supervision or guidance of a Professing Adult Member. A police check and a six-month waiting period are required for all helpers 16 years of age and over who work with children or vulnerable adults.
6. Childcare providers should be committed Christians. A police check and six-month waiting period are required.

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Deacons:

Deacons must be Professing Adult Members and members of Waterloo CRC for at least 6 months. A police check is required.

Education Ministry:

The Church Education Superintendent must be a Professing Adult Member and a member of Waterloo CRC for at least 6 months. A police check is required

Teachers must be 18 years of age or older and members of Waterloo CRC or committed Christians who have attended WCRC for at least 6 months. Any exceptions will be reviewed on an individual basis by the Church Education Superintendent. Helpers must be at least 14 years of age and have attended WCRC for at least 6 months. A police check is required for all teachers.

Pastoral Ministry:

Pastoral elders must be Professing Adult Members and members of Waterloo CRC for at least 6 months. A police check is required.

Stewardship Ministry:

Building and Grounds:

No restrictions apply for people who help complete or co-ordinate the maintenance of the church building and grounds.

Financial Group:

Treasurer and Bookkeeper must be Adult Professing Members and a members of Waterloo CRC for at least 6 months. A police check is required.

Stewardship Promotion:

Participants must be Professing Adult Members.

Worship Ministry:

Worship Service Planning Coordinator must be a Professing Adult Member. Other volunteers must be committed Christians and have completed the 6 month waiting period.

Nursery:

1. Nursery co-ordinator must be a Professing Adult Member and a member of Waterloo CRC for at least 6 months. A police check is required.
2. Team leaders must be members of Waterloo CRC for at least 6 months. A police check is required.

Nursery attendants — all parents of children who attend the nursery are asked to baby-sit. Members of any type are also encouraged to volunteer. Nursery attendants must be at least 18 years old and teen helpers must be 12-17 years of age and have a parent's permission. A police check and six-month waiting period are required for all attendants and helpers 16 years of age and over.

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Youth Ministry:

High School Youth Group:

Leaders must be Professing Adult Members and members of Waterloo CRC for at least 6 months. Assistant leaders must be at least 18 years of age and committed Christians. A police check and six-month waiting period are required for all leaders.

Youth in Action (Jr. High Youth Group):

Leaders must be Professing Adult Members and members of Waterloo CRC for at least 6 months. Assistant leaders must be at least 16 years of age and committed Christians. A police check and six-month waiting period are required for all leaders. Parent volunteers and activity hosts need a police check.

GEMS and Cadets:

1. Head Counsellors must be a Professing Adult Members and members of Waterloo CRC for at least 6 months. A police check is required.
2. Counsellors must be at least 16 years of age and be members of Waterloo CRC. Counsellors must have completed the six-month waiting period and a police check is required.
3. "Counsellors in Training" must be at least 14 years of age and serve under the guidance and supervision of the Head Counsellor. Counsellors in Training who are 16 years of age or older must have a police check and must have completed the six-month waiting period.
4. Any other rules of the GEMS organization or the Cadet Corps apply to their respective groups.

Revision history:

- Approved by Council of WCRC July 10, 2001
- Revised and approved by Council of WCRC April 8, 2003
- Revised by R. Budding and I. den Bak-Lammers Nov. 3, 2006, May 1, 2007
- Revised and approved by Council Sept. 11, 2007

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