



Waterloo Christian Reformed Church

Requirements for Ministry Leaders and Volunteers

Purpose:

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

Principles:

There is a balance to strike between encouraging people to attend and join in the fellowship and mission of our church as volunteers on their journey to becoming committed Christians, and the responsibility of the Waterloo CRC and its Council to follow the Safe Church Policy and requirements of insurance providers. Positions where a volunteer has limited to no interaction with vulnerable people and there is no requirement to be a professing member, have not been included in this document (e.g. coffee preparation, praise team member). Positions where volunteers do interact with vulnerable people and there are requirements of the Safe Church policy have been included. Also, those positions which require a professing member in good standing, i.e. a corporate member and mature christian, have been included. Membership has become more fluid with time and difficult to judge. The requirement to be an adult professing member is used sparingly.

Requirements and Rationale:

Member in good standing.

Rationale: These members demonstrate maturity in their faith, commitment to the church and have knowledge of our denomination, the Reformed tradition and congregation as they serve in roles of leadership, responsibility, teaching and nurturing. They are 18 years or older.

Any person who will be working with vulnerable people (i.e. children under 18 years old, disabled, elderly, refugees, marginalized, individual visits or counselling care) for the first time under the auspices of a Waterloo CRC Ministry or program are required to complete or carry out:

a) **Six-month waiting period.** Prospective ministry provider must be a member of the WCRC for 6 months, or must have been attending the WCRC for 6 months and known for 6 months by a member of the WCRC who is a reference named on the reference check/screening application, or must be known for at least six months by a member of the WCRC who is willing to vouch for the volunteer candidate.

Rationale: These individuals have been associated with the WCRC long enough for a reference or ministry leader to ascertain their suitability for the position being considered.



b) **Application and screening form.**

Rationale: First-time ministry providers complete an application form (Appendix 2) to help the ministry leader or Safe Church Committee evaluate the suitability of the candidate for the ministry or leadership position to which he or she is applying.

c) **Police Vulnerable Sector Check.**

Rationale: The Police Vulnerable Sector check is a requirement of the **Waterloo Christian Reformed Church Safe Church Policy**. It is intended to ensure the safety and security of children and vulnerable adults in our congregation and in our community. Ministry providers who are in contact with children, vulnerable adults, who make visits to members of the congregation, work with refugees/newcomers to Canada or who may be involved in providing supportive counselling or care must fulfil this requirement. Police vulnerable sector checks must be completed for all individuals 18 years of age or older, every five years.

d) **Orientation.**

Rationale: Completion of an orientation session is necessary so that ministry providers are familiar with the policies of the WCRC, are able to recognize the signs and symptoms of abuse or neglect, and will know the steps to take when a disclosure has been made or when there is suspicion of abuse.

- For many ministry providers, the screening and orientation requirements need only be fulfilled once during their time volunteering at WCRC. If a person is absent for a period of two or more years from any position for which screening is required, the screening must be repeated.
- Volunteers who are not adults (i.e., under 18 years of age) and wish to work with vulnerable people need to serve alongside and be mentored by an adult who has fulfilled the Safe Church requirements and is serving in the same program or Ministry.

Table of Positions and Requirements:

NOTE: People in these positions are all required to sign and adhere to the Code of Conduct for Ministry Leaders approved by Synod 2023 and adopted by Waterloo CRC Council October 25, 2023.

Ministry and Position	Requirements	
	• Police vulnerable sector check • Code of Conduct • Orientation	• Adult Professing member in good standing
Council		
Elders/Deacons	Y	Y
Minister	Y	Y



Waterloo CRC Safe Church Committee

Ministry and Position	Requirements	
	• Police vulnerable sector check • Code of Conduct • Orientation	• Adult Professing member in good standing
Care Group Visitors	Y	
Safe Church Committee (if doing compliance checks)	Y	
Stewardship		
Ministry leader	Y	Y
Paid employees	Y	
Treasurer/Bookkeeper/Money Counters	Police criminal records check	
Worship		
Ministry leader	Y	Y
Refugee Sponsorship		
Ministry leader	Y	Y
Refugee/Newcomer Resettlement Committee	Y	
Affiliated Refugee/Newcomer Resettlement Community Group	Y	
Fellowship		
Ministry leader	Y	Y
Friendship Co-ordinator	Y	
Friendship Group leader	Y	
Friendship Kitchen Coordinator	Y	
Coffee Break Co-ordinator	Y	
Coffee Break volunteer working with children or vulnerable adults	Y	
Nursery Co-ordinator	Y	
Nursery attendants >18 years old	Y	
Nursery attendants 12-17 years old	Under adult supervision only	



Waterloo CRC **Safe Church Committee**

Ministry and Position	Requirements	
	• Police vulnerable sector check • Code of Conduct • Orientation	• Adult Professing member in good standing
Faith Formation		
Ministry leader	Y	Y
Coordinator/Head Counsellor for Senior/Junior Youth, GEMS and Cadets	Y	Y
Leader/Counsellor for Senior/Junior Youth, GEMS and Cadets >18 years old	Y	
Assistant/CIT for Junior youth, GEMS, Cadets <18 years old	Under supervision of program leader	
Sunday School Coordinator	Y	Y
Sunday School Teachers	Y	
Sunday School assistants <18 years old	Under teacher supervision	
Vacation Bible School Coordinator	Y	
VBS Group leaders/craft and activity teachers	Y	
VBS Kitchen Coordinator	Y	
VBS Childcare Provider	Y	