

Appendix 4:

## Approved Volunteer Checklist for CMCL

### Every Year:

- Read the *Safe Church Covenant*, print, complete, and submit [childsafety@communitymennonite.org](mailto:childsafety@communitymennonite.org)

### Every Two Years:

- Read the *Child Safety Policy* in its entirety (12 pages).
- *Participate in an in-person child safety training offered by CMCL (preferred option) OR: watch the 38-minute training video from Dove's Nest and submit the feedback form. Note: documentation of workplace training on child abuse and mandated reporting is acceptable in lieu of CMCL training.*
- *We are aware that this is a heavy topic to process, and we do not want you to feel you are doing so in isolation. If you want to follow up, please let us know at the bottom of the training video form and a pastor will reach out to you. You can also feel free to contact one of the pastors directly.*

### Every 60 months:

- **PA Criminal History Check:** As a volunteer, you can complete the application free of charge at <https://epatch.pa.gov/home>. (Be sure to print or save the Certification Form as the receipt showing the transaction which says "No Record" is not the official document.) When you have results, submit electronic copies to [childsafety@communitymennonite.org](mailto:childsafety@communitymennonite.org).
- **PA Child Abuse History Certification:** As a volunteer, you can complete the application free of charge, either online <https://www.compass.state.pa.us/cwis/public/home> or on paper. When you have results, submit copies to [childsafety@communitymennonite.org](mailto:childsafety@communitymennonite.org) or the Director of Children's Ministries.
- Either **FBI Criminal History Background Check** (if you have lived outside of PA in the last 10 years) OR the **PA Disclosure Statement Application for Volunteers**
  - **FBI Criminal History Background Check:** Register to get FBI fingerprints completed. Volunteers should use 1KG6ZJ for the service code. The cost of the FBI background check is \$23.25. You may submit your receipt to the church office for reimbursement, if desired. When you have results, submit electronic copies to [childsafety@communitymennonite.org](mailto:childsafety@communitymennonite.org)
  - **PA Disclosure Statement Application for Volunteers:** If you have lived in PA continuously for the past 10 years and can attest to everything on the disclosure statement, you may sign and return the form to [childsafety@communitymennonite.org](mailto:childsafety@communitymennonite.org)

**Thank you for doing your part to make our church a safe environment for all!**