

# REAL LIFE STUDENT CENTER APPLICATION PACKET

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Dear Friend,

Consider this your invitation to serve kids in our community by volunteering at the Real Life Student Center!

The Real Life Student Center is a ministry of Pleasant Street Christian Reformed Church (in Whitinsville) aimed at providing a safe place for students in the community to connect, get help and experience the love of Christ after school.

The Student Center was first dreamed of by high school students from Pleasant Street who saw this as a natural and tangible way to love our neighbors by meeting a real need. Since then, the dream has been shared, embraced and made into reality by an inspiring group of students and adults.

But to succeed, the Real Life Student Center will need the ongoing support of volunteers like you—and there are all kinds of ways to serve. Here are a few examples:

- Hang out with students after school—kids are desperate for an adult who cares. This is our greatest need.
- Offer yourself as a mentor or tutor for kids struggling with school work.
- Come in and start a project with kids—fixing things, taking things apart, scrap-booking, cooking or baking...the sky's the limit!
- Jam with students in the Student Center's music room—equipped with drums, bass and electric and acoustic guitar. Music is an excellent way to connect with students.
- Prepare or bake an after school snack—or better yet—invite kids to bake and prepare food with you in the Student Center's kitchen!
- Help behind the scenes with upkeep, administration, recruiting, volunteer scheduling or serve on the Student Center's Steering Team.

The bottom line is—kids today are desperate for an adult who cares—someone who will sit down with them on the steps of their lives and listen. Whether you're a recent high school graduate, or a great grand parent, you have the capacity to love a student in Jesus' Name.

I invite you to take some time to read through these materials, and think about how God might be calling you to get involved. You can return the completed application and forms to me any time. The first round of volunteer training will happen **Sunday, September 28 at 7pm and Thursday, October 9 at 7pm (in the Student Center).**

Please feel free to call or e-mail me if you have questions.

Thanks!

Bill Hodgeman  
Associate Pastor of Youth  
Pleasant Street Christian Reformed Church  
(508) 234-0596; [pastorbill@psrc.org](mailto:pastorbill@psrc.org)

# Volunteer Application

<b>NAME</b>	<b>TODAY'S DATE</b>	<b>DOB</b>	
<b>ADDRESS</b>			
<b>TOWN</b>	<b>STATE</b>	<b>ZIP</b>	<b>E-MAIL</b>
<b>PHONE (H)</b>	<b>PHONE (W)</b>		
<b>OCCUPATION</b>	<b>EMPLOYER/BUSINESS</b>		
<b>CHURCH HOME:</b>	<b>MEMBER? (circle one)</b>	<b>Yes</b>	<b>No</b>

*Please answer the following questions completely, honestly and concisely:*

Attach additional pages if necessary

Why are you interested in volunteering at the Northbridge Student Center?

What do you think are the one or two biggest challenges facing this generation of teenagers?

**Describe your relationship with Christ**

**Talk about a relationship you've invested in with a teenager (non-relative) since becoming an adult...**

What are some of your gifts, talents, hobbies and passions?

What are some of your fears, hesitations, insecurities or questions with regard to volunteering at a student center?

I enjoy connecting with kids over *(check all that apply)*:

- |   |  |
|---|--|
| <input type="checkbox"/> Conversation                       | <input type="checkbox"/> Listening to Recorded Music |
| <input type="checkbox"/> Playing or listening to live Music | <input type="checkbox"/> Cooking                     |
| <input type="checkbox"/> Teaching / Learning                | <input type="checkbox"/> Art, Poetry                 |
| <input type="checkbox"/> Sports / Recreation                | <input type="checkbox"/> Other: _____                |

I am able to volunteer at the following times:

- Monday afternoons
- Tuesday afternoons
- Wednesday afternoons
- Thursday afternoons
- Friday afternoons

I would like to volunteer:

- more than once a week
- weekly
- every other week
- monthly
- as needed

I am interested in:

- providing healthy snacks for kids
- serving on the board of directors
- helping with volunteer recruitment and coordination
- helping with fundraising, donations and grant-writing
- helping with publicity
- helping with administration and behind the scenes work

*I, the undersigned, have read and understood the attached job description, safe church policy & code of ethics:*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please list three references (sorry: no family members or parole officers)

<i>Name</i>	<i>Name</i>	<i>Name</i>
<i>Relationship</i>	<i>Relationship</i>	<i>Relationship</i>
<i>Phone #</i>	<i>Phone #</i>	<i>Phone #</i>
<i>Address</i>	<i>Address</i>	<i>Address</i>
<i>City/State</i>	<i>City/State</i>	<i>City/State</i>

**~Please Return to Pastor Bill Hodgeman: Pleasant Street Church, 25 Cross St., Whitinsville, MA 01588~**

**PLEASANT STREET CHRISTIAN REFORMED CHURCH \* REAL LIFE STUDENT CENTER**  
25 Cross Street, Whitinsville, Massachusetts 01588; (508) 234-5268

**APPLICANT'S STATEMENT**

The information contained in this form is correct to the best of my knowledge. I authorize any references, organizations and/or churches listed in this application to give you any information, including opinions, that they may have regarding my character and fitness for children's work. Because of the importance of such information and/or opinions, I also waive any claims I may have against, and/or indemnify the respective references, organizations, churches and/or individuals providing such information and/or opinions against any claims I may have against them, or that my heirs or family may have against them, for providing material to assist the church in determining my background in working with children's ministries. I understand that this application will be kept strictly confidential.

Should my application be accepted, I agree to be bound by Pleasant Street CRC's policies, which I have read, and to refrain from abusive behavior as defined by the church, in the performance of my services on behalf of the church.

Anyone with a known history or conviction of child abuse/neglect will not be eligible to serve in ministry to students. Pleasant Street CRC reserves the right to reject any applicant for any reason.

Additionally, I understand and agree that all allegations or observations of physical and sexual abuse will be reported by the church and its leaders to the appropriate authorities pursuant to state statutory guidelines, and who may include but are not limited to the Massachusetts Department of Social Services, local law enforcement officials, the church's attorney and insurance carrier.

I acknowledge the right and responsibility of Pleasant Street CRC to run a criminal records check on all applicants when my application is submitted. To facilitate this, I have completed and signed the form authorizing a criminal records check. In addition, my name may be checked with the Massachusetts "sex offender register" as approved by the Commonwealth of Massachusetts State Supreme Court on Tuesday, August 3, 2004, as compiled by the Sex Offender Registry Board that may be accessed on the Internet WEB page: [www.mass.gov/sorb/](http://www.mass.gov/sorb/).

I have carefully read the foregoing language concerning the waiver of and indemnification against claims, I understand the contents and ramifications thereof, and I execute it of my own free will, recognizing it as a legally binding agreement.

I understand that this application may be withdrawn, or my application may not be accepted for the position above, or my employment may be terminated if I have made any misrepresentations on this form.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Applications may be returned to:*  
Bill Hodgeman, Associate Pastor of Youth  
Pleasant Street Christian Reformed Church  
25 Cross Street, Whitinsville, MA 01588

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_

## CODE OF ETHICS

Believing that God is calling me to serve students in this community through the ministry of the Real Life Student Center and Pleasant Street Christian Reformed Church, I promise that:

1. My first priority in working with students will be to seek and promote their physical, social, emotional and spiritual well-being.
2. I will try to understand and respect any student's background.
3. I will arrive on time and fulfill the responsibilities that I have committed to. If I am not able to be present, I will find my own replacement from the approved list.
4. I have read the attached and abbreviated **Safe Church Policy**. I understand it, and I will live by it in my participation in Pleasant Street's programs.
5. I will not do anything that will damage a student's trust. I will try to protect the student from all forms of abuse while he or she is in my care.
6. I will work help maintain the safety of the Student Center by keeping students accountable to the rules and guidelines for acceptable behavior. I will expect students to act on the basis of those guidelines. If a student consistently breaks them, I will work with the student's parent(s) (if possible), other volunteers and the Associate Pastor to assist me in responding to the student's behavior. If the student is unwilling to cooperate, I will ask the student to refrain from participating for an appropriate duration of time.
7. If a student is distressed, I will try to offer comfort and help. I will encourage them to find the appropriate help for their needs.
8. I will focus on building relationships, and offering comfort and support to students that share my gender. I will graciously help other students to connect with supportive volunteers and peers of their own gender.
9. I will pray for students I encounter regularly and let them know that I care about them.

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Signature of Volunteer:

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Date

# **SAFETY POLICY**

## **Pleasant Street Christian Reformed Church ~ Real Life Student Center**

1. If a child or youth needs medical attention, parent(s) should be notified immediately and an Incident Report Form should be filled out by the adult leader and given to Associate Pastor. The Incident Report should be filled out documenting any untoward events that occur on the property of Pleasant Street Church.
2. The student center shall not be opened to students until NMS and NHS has let out for the day. No student is permitted to stay beyond closing hours.
3. Students must be picked up on time. The RLSC and PSCRC are not responsible for students' whereabouts or well being after hours.
4. The Student Center will be staffed by no fewer than two CORI-checked and trained adult (21+) volunteers.
5. Student Center volunteers must defend against and discipline all bullying, including but not limited to put-downs, hazing, physical abuse and sexual harassment, and all discipline must conform to the youth ministry Discipline Policy.
6. Counseling environments should be semi-private, confidential, and gender-specific (confidential, excepting when parents and/or the state must be notified of harm to self or others; gender-specific, excepting times of pastoral care by ordained clergy).
7. While the appropriate display of affection between volunteers and students is often a part of conveying support and encouragement to one another, such displays can be misinterpreted. For that reason, displays of affection should be limited to such actions as a brief hug, an arm around the shoulders, an open-hand pat of the back, a handclasp or handshake, or a light touch to the forearm. A volunteer's or group member's right to refuse such a display of affection will be respected.
8. Regardless of relative ages, it is never appropriate for a volunteer and a student to date each other.
9. If a student is being transported alone by a volunteer, the parent(s) should be aware of this decision in advance.
10. All drivers must be at least 21 years of age and in compliance with Massachusetts Motor Vehicle Laws and must have a valid license and a good driving record. All occupants must wear seat belts when the vehicle is in motion.

### **Discipline of Youth**

1. Corporal punishment (slapping, hitting, pushing) and abusive verbal discipline (yelling, hurling insults, threatening) are not permitted.
2. Beyond a minor correction, parent(s) are to be informed and involved whenever a student misbehaves or if a pattern of misbehavior increases. If parents are unavailable or uncooperative, and behavior problems persist, a student should be prohibited from participating at the Student Center for an appropriate period of time.



**PSCRC - FE489**

Pleasant Street Christian Reformed Church  
25 Cross Street, Whitinsville, MA 01588 Phone: (508) 234-5268  
website: www.pscrc.org; fax: (508) 234-2399; email: office@pscrc.org

## **CORI REQUEST FORM**

Pleasant Street Christian Reformed Church has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for The Real Life Student Center, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
APPLICANT SIGNATURE (unless otherwise preempted by law)

\_\_\_\_\_  
(PLEASE PRINT BELOW INFORMATION)

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME

\_\_\_\_\_  
MAIDEN NAME OR ALIAS (if applicable)

\_\_\_\_\_  
PLACE OF BIRTH

\_\_\_\_\_  
MOTHER'S MAIDEN N.

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER  
(requested but not required)

\_\_\_\_\_  
\*ID Theft Index PIN  
(if applicable)

\_\_\_\_\_  
CURRENT & FORMER ADDRESSES

\_\_\_\_\_  
SEX \_\_\_\_\_ HEIGHT \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT \_\_\_\_\_ EYE COLOR \_\_\_\_\_

\_\_\_\_\_  
STATE DRIVER'S LICENSE NUMBER (include state of issue)

\_\_\_\_\_  
*THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:* \_\_\_\_\_

\_\_\_\_\_  
REQUESTED BY:

\_\_\_\_\_  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

\* The CHSB Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Pleasant Street Christian Reformed Church is required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. (Forms including this information must be submitted to the CHSB via mail or fax: 617-660-4614.)