

Jaffray Alliance Church

Police Reference Check Program for Children / Youth Ministry

Dear brothers and sisters of Jaffray,

We are thrilled that you want to serve the Lord through serving the children / youths of Jaffray. As our church continues to grow, the demands for servants and counselors in Infant & Toddler ministry, Children Sunday School, Promiseland (children), Hosanna (youth) and Aletheia (university / college) fellowships increases.

It is the church's responsibility, however, to make sure that those who come into contact with our children and teens are not at risk to harm them in any way. Therefore it is absolutely essential that we implement a police reference check program for all of Jaffray's children / youth workers. In other words, all volunteers, part-time and full time staff that want to serve in these areas of ministry must now go through a police reference check.

Police reference check will help us decide whether a person is suitable for working with children and youths. It will give parents (especially newcomers) a greater confidence in entrusting their children to our ministries.

The following page provides you with instructions on how to proceed with the police reference check. If you have any questions / concerns, please don't hesitate to contact any member of the Children Ministry Committee.

Serving the Lord together,
Children Ministry Committee

Instructions for Police Checks

Jaffray is currently using BackCheck, a company that specializes in performing background checks for companies and non-profit organizations. It is a fast and accurate way for our church to do a criminal reference check for anyone who wishes to participate in children or youth ministries.

The Steps are very simple:

1. Fill out the *Police Clearance Consent* and *Position of Trust Consent* forms in the BackCheck Package. It can be downloaded at http://www.tjcac.org/english/children/cm_documents/.
2. Provide a photocopy of ONE current government-issued photo identification (e.g. passport or driver's license).
3. If you do not have a government-issued photo identification, you may provide photocopies of ONE non-government-issued photo identification (e.g. student card with a picture) AND ONE government-issued identification (e.g. old but current health cards or SIN cards).
4. Give the forms and photocopies to Pastor Arthur. He will fax the information to Backcheck. The results will be emailed to him within 48 hours.