

# **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 members of the English or Children Ministry Committee.

Serving the Lord together,

Rev. Arthur Wong (on behalf of the EMC & CMC)

# Instructions for Police Checks

## Residents of Toronto

Jaffray has enrolled in the **Toronto Police Reference Check Program**. A copy of the *Memorandum of Understanding* can be made to you upon request. Please follow the steps below:

1. Fill out the “*Consent to Disclosure of Personal Information*” form.<sup>1</sup>
2. Read the “*Information about the Vulnerable Sector Screening - Police Reference Check Program for Individuals seeking Employment or Volunteer Opportunities through Certain Agencies*” document. This can either be obtained from the church office or the church website.
3. Return the form to the relevant deacon or pastoral staff. The church will mail the form for you and pay for the fees.
4. **The results of the police check will be mailed DIRECTLY to YOU (the applicant). It is then up to you to disclose the information to the church. Failure to disclose the results will be adequate grounds for Jaffray to deny you from any ministry involving children or youth.**

For more information, please contact Toronto Police Services ([www.torontopolice.on.ca/prcp/](http://www.torontopolice.on.ca/prcp/) or 416-808-7991 or 416-808-8244).

## Residents of Richmond Hill and Markham

Jaffray has registered with York Regional Police’s **Vulnerable Sector Program**, which is designed to identify people who are considered as risks for working with the vulnerable of society such as the disabled, teenagers, children and the elderly. Please follow these steps:

1. Fill out the “**Vulnerable Sector Screening**” form, which can be obtained from [www.vtp.ca](http://www.vtp.ca), the church website, or the church office.<sup>2</sup>
2. Return the form to relevant deacon or pastoral staff to fill out and sign.
3. Bring the completed form along with **TWO** pieces of identification, one of which must be a photo ID (e.g. driver’s license, passport), with you to either one of the two locations indicated on the form.
4. Please pay for the screening fee, ask for a receipt, and bring it back to the church for reimbursement.
5. **The results of the police check will be mailed to you (the applicant) or you may pick it up yourself. It is then up to you to disclose the information to the church. Failure to disclose the results will be adequate grounds for Jaffray to deny you from any ministry involving children or youth.**

## Residents of Pickering, Ajax and Whitby

Bring **TWO** pieces of identification, one of which must be a photo ID<sup>3</sup> (e.g. driver’s license, passport), with you to any **Durham Police station** and ask for a police check. The results will be mailed to you. **Failure to disclose the results will be adequate grounds for Jaffray to deny you from any ministry involving children or youth.** Please ask for a receipt and bring it back to church for reimbursement. If you have any questions, please contact Durham Regional Police at (905) 579-1520.

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<sup>1</sup> Unfortunately the Toronto Police Services does not allow us to post this form online. The forms are available in the mail slots outside Fellowship Hall.

<sup>2</sup> Under “Description of Position”, you must state clearly your position title (e.g. Promiseland Children’s Ministry shepherd), no acronyms.

<sup>3</sup> To be safe, you might want to bring two pieces of photo identification instead of one.