

Dear Potential Counselors,

We are blessed with your interest in serving our youth during this year's summer camp held at in Big Bear. We anticipate serving with you in developing the spiritual and emotional lives of our youth.

As you may know, every year our church sets aside a week of retreat for our youth to get away from the business of school, homework, and even household chores, in order to spend quality time developing their relationship with God and with other believers. Our youth, uninhibited by the usual distractions found at home, will have the opportunity to learn from the teaching of special speakers.

You have the chance to impact these youth by serving as a counselor this year.

A Note to Veteran Counselors

This year, veteran counselors, those who have counseled for at least two years, will have the unique opportunity to take a CIT (Counselor-In-Training) under their wing using the new CIT (Counselor-In-Training) Mentoring Program. Veteran counselors will be allowed to *choose* someone who has never served as a camp counselor in order to assist the new counselor in the training and development of his/her counseling skills. This is meant to supplement, not replace, the existing CIT training process and to ease the anxiety of the new counselor by serving as a counseling pair.

Every CIT still must complete the existing training sessions, including the homework and exercises provided. Given the limited time allowed to train and develop new CITs with the adequate skills to succeed in counseling our youth, we find that a mentoring element is essential. We believe that CITs will be better trained by receiving support from experienced counselors serving as mentors. Veteran counselors will also benefit by having a co-counselor to serve with during the entire week of camp.

We expect that you will be able to significantly enhance a CITs growth while serving in camp. At the same time, we expect that the CIT you plan to mentor will be a great asset to you as well.

Included in the packet are all the necessary forms and documents you will need in order to understand what needs to be completed by you and by your selected CIT. Please prayerfully consider serving in this manner as you make your plans for the summer. If you have further questions, feel free contact us at info@youthcamp.fcbc.org.

Serving By His Grace Alone,
Youth Camp Directors

CIT Mentoring Program

Purpose:

There are 2 main goals we want to accomplish:

1. Provide a mentoring element to the training & development for new camp counselors in order to reduce the apprehension of working w/ youth/children.
2. Increase the number of counselors serving in the camp ministry thereby alleviating some of the responsibility taken currently by veteran counselors.

CIT Recruitment Process for Veteran Counselors:

- Seek out potential new CIT to serve w/ at upcoming camp
- Submit "CIT Recommendation Form" by the prior to the first planning meeting (June 25th) to the appropriate director for approval
- Ask CIT if interested in serving & pray w/ CIT
- If CIT decides to serve, continue on w/ "Veteran Counselor w/ CIT" Responsibilities

"Veteran Counselor w/ CIT" Responsibilities:

- *Veteran counselor is to take a selected CIT under their wings to care & assist in training. Veteran counselor and CIT will be paired together during the week of camp (unless splitting is unavoidable)*
- Pray w/ & for new CIT weekly until camp
- Assist CIT in filling out all forms necessary for serving with the youth (background check, application)
- Assist CIT in submitting 2 "CIT Recommendation Forms," filled out by qualified church leaders, to the appropriate director before July 16th.
- Attend CIT training w/ new CIT
- Follow up on any specific responsibilities the new CIT may have in regards to the camp planning process
- Have a follow up debrief meeting w/in 2 weeks of the conclusion of camp
 - Fill out "New CIT Survey" & submit to the appropriate director

CIT Requirements:

- Must be a 1st year CIT
- Must complete all CIT training classes
- Must complete or have completed & submitted FCBC background check form and youth worker application form
- Has attended worship service consistently at FCBC for the last 6 mo & plans to attend for the remainder of the calendar year (exception to those attending college at a distance reasonably far making them unable to attend FCBC regularly but still attending another service weekly)
- Submit 2 "CIT Recommendation Forms," filled out by qualified church leaders, to appropriate director

Definitions of Terms:

- Veteran counselor (qualified mentor) :
 - a counselor that has served the last 2 years in a the camp ministry as a counselor for the age group of the desired camp
 - **OR** a counselor that has obtained approval to mentor from a director of the desired camp
- CIT training classes : training classes conducted by the camp ministry covering the basics needed for ministry in the desired camp
- CIT (Counselors In Training) : counselor not qualified as Veteran counselors
- Qualified church leader : Pastor, Deacon, SS Teacher, or Church Officer (Specifically for the "CIT Recommendation Forms")

C.I.T/Staff Recommendation Form

Circle One: Jr. Camp Jr. High High School Staff

Please assist us in evaluating the following person for service in our camp ministry this year. Upon completion, return to the Camp mailbox . Please secure the recommendation form with a staple or place it in a sealed envelope to ensure the C.I.T's privacy. Please do not return the form to the C.I.T. We would like you to be as candid and honest in your evaluation of the C.I.T. to help in the determination of the C.I.T's competency as a counselor/discipler. Thank you for your time and cooperation.

Applicant's Name: _____

Camp Position (Circle One): C.I.T. Staff

1. What is your relationship with the applicant? Please explain briefly.

2. How do you rate the applicant's spiritual growth on a scale of 1 (poor) to 10 (excellent)? _____

3. How has this person demonstrated growth in the following areas:
 - A. Spiritually (Christ-like attitudes, gifts, etc)?

 - B. Emotionally (display of maturity in a variety of situations, stability, etc.)?

 - C. Socially (respect, listening skills, ability to work with others, etc.)?

4. How can this person improve his/her potential as a camp counselor/discipler?

5. On the same scale, how highly would you recommend this person for the above position? _____ Please give a brief explanation of your rating.

Your Name (Print): _____

Your Signature: _____

Your Leadership Position: _____

APPLICATION FOR YOUTH WORKER

This is not an Application for Employment.

For employee applicants, it does serve as a supplement to the church's standard Application of Employment.

Note: This form is to be completed by all applicants (employee and volunteer) for any position involving supervision or custody of minors. This application is used by First Chinese Baptist Church, Los Angeles, ("FCBC") to help promote a safe environment for youth that participate in our programs or use our facilities. The information on this application will not be disclosed to unauthorized persons.

Statement of Intent

- * Any applicant who has ever been convicted of a felony including, but not limited to, child sexual abuse, physical abuse, or domestic violence should not apply for service in any church sponsored activity or program for preschoolers, children or youth. Applicants with criminal records of other types will be evaluated at the discretion of leadership.
- * Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the FCBC Church family. Applicants who have such a history should discuss their desire to work with youth, with the Minister of Youth prior to any participation as an employee or volunteer.
- * All applicants must study and agree to obey the guidelines that are provided for their program and position within the church's youth ministry. Individuals must be a member or church friend for at least six months.

Date _____ Name _____

Have you used any other name? _____ Yes _____ No _____ If yes, please list complete name and date of use.

Present Address _____

Street _____ City _____ State _____

Home Phone _____ Work Phone _____

What area of service are you considering? _____

If you plan to drive youth for church activities, please answer the following:

Are you currently licensed to drive? Yes _____ No _____ Driver license number: _____

Auto insurance provider and policy number: _____

Have you been ticketed for driving violations within the last two years? If yes, please explain the nature of the violations.

Please answer each question. You may use the back of this paper for explanations or you may attach extra pages.

The information on this application will not be disclosed to unauthorized persons.

Questions	Yes	No
1. As a church youth worker, do you agree to observe all guidelines and policies regarding working with youth?		
2. Have you ever been convicted of a criminal offense (felony/misdemeanor except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement or explanation, including nature of offense, date, court where conviction occurred, and other relevant information.		
3. Have you ever been charged with a sexual offense relating to children, or crime of violence?		
4. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances, and names and address of the entity receiving the report.		
5. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other religious organization? If so, please describe the circumstances, and provide the name and address of the church, denomination, or religious organization involved.		
6. Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable or religious organizations, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer.		
7. Have you ever been the subject of a civil lawsuit, or an investigation or allegation of sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, church, or other organization where the lawsuit, investigation, or allegation arose or occurred.		

Questions	Yes	No												
8. Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar service?														
9. Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children? If so, please describe the circumstances, and provide the name and address of the employer, church, or organization with which you and/or the children were associated at the time of the accident.														
10. Do you have any investigation, review, or disciplinary action pending by an employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children?														
11. Were you abused as a child? (If you prefer, you may wish to refuse to answer this question, or you may discuss your answer in confidence with the appropriate staff minister rather than answering it on this form. Answering "yes" or failing to answer will not automatically disqualify an applicant for preschool/children or youth work.)														
12. Do you use illegal drugs? If so, please explain.														
Name of church of which you are (check one) _____ currently a member _____ most recently a member Church _____ City _____ State _____ _____ I have never been a member of a church before. If a member of FCBC, what was the year of baptism? _____														
List other churches you have attended over the past five years: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Church Name</th> <th style="width: 30%;">Area Code/Phone Number</th> <th style="width: 30%;">Contact Person</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Church Name	Area Code/Phone Number	Contact Person									
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List previous work (church and non-church) involving children and/or youth. Use a separate sheet of paper if needed. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Organization</th> <th style="width: 20%;">Type of Work</th> <th style="width: 20%;">Contact Person/Supervisor</th> <th style="width: 30%;">Area Code/Phone Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Organization	Type of Work	Contact Person/Supervisor	Area Code/Phone Number								
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List gifts, callings, training, education, or other factors that may have prepared you for work with children and/or youth. Use a separate sheet of paper if needed.														
Identify all employers for whom you have worked since the age of 18. Include part-time and temporary employers. Start with your most recent employer. Attach an additional sheet if necessary. (If this information is listed on the standard application for employment, or for volunteer positions, this section may be waived at the discretion of the program leader.)														
Employer _____ Supervisor's Name _____ Dates of Employment From _____ To _____ Supervisor's Phone # _____ Title _____ Duties _____ Reason for Leaving _____														
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Employer _____	Supervisor's Name _____
Dates of Employment From _____ To _____	Supervisor's Phone # _____
Title _____	Duties _____
Reason for Leaving _____	

Please describe your activities during any gaps in employment in excess of three months.
Do not include leave or time off due to illness or medical treatment.

Volunteer Liability Release and Waiver

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me.

In consideration of the receipt and evaluation of this application by FCBC, I hereby release FCBC and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization.

I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

This is a legally binding release which I have read and understand. I understand that I may consult with an attorney before signing this document. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I waive do not waive any right that I may have to inspect any information provided about me by any person or organization described above. I have read and understand the above provisions, and agree to them.

I understand and agree with the Volunteer Liability Release and Waiver

Initial here

Authorization and Release of Information

I authorize FCBC and its agents to contact any references or employers as listed on my application to confirm the information which was supplied by me and/or obtain other material information about me. I authorize all references and employers to release any information about my qualifications. I also release any references or employers which provide information from any and all liability providing that information.

I understand and agree with the Authorization and Release of Information

Initial here

Receipt of "Prevention of Youth Abuse Policy"

This statement of agreement is to acknowledge that I have received a copy of the Prevention of Youth Abuse Policy on the date shown below. I understand that it provides guidelines and important information regarding the youth ministries of FCBC. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the guidelines that have been established. I further understand that FCBC reserves the right to modify, supplement, rescind, or revise any of these guidelines from time to time, with or without notice, as deemed necessary or appropriate.

I understand and agree with the Prevention of Youth Abuse Policy

Initial here

Automobile Safety Agreement

I agree to immediately inform the Youth Minister or Church Administrator if my driver's license is suspended or revoked, if I am ticketed for a driving offense, or if I have DUI or DWI charges pending. I must also notify the Youth Minister of Church Administrator if my personal auto insurance is canceled or not renewed. These notifications are required even if the offenses are not related to church work. The church will not release this information to unauthorized persons.

Note: Being ticketed for a minor offense does not automatically disqualify a worker from transporting people.

I agree to transport persons only in passenger seats equipped with appropriate set belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times. I agree to transport persons

I understand and agree with the Receipt of Automobile Safety Agreement

Initial here

I understand and agree that it is critical to the mission and ministry of FCBC that all employees and volunteers conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with FCBC's youth ministry policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of FCBC.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, FCBC may determine that I am no longer qualified to be associated with its programs as a church worker, employee, or volunteer in any capacity.

Applicant Signature _____ Date _____

Print Name _____

Witness _____ Date _____

(to be witnessed by church staff member)

FOR OFFICE USE ONLY

**(SCREENING FORM FOR THOSE WORKING WITH
PRESCHOOL, CHILDREN OR YOUTH)**

Reference to Minister/Director in Charge of Applicant's Area: _____

Reference Check Completed By: _____ Date: _____

Comments on Reference Check:

Interview Completed By: _____ Date: _____

Comments of Interview:

NOTE: Reference Checks by mail or telephone must be used to appropriately screen each of these children and youth worker applicants. Authorization for Criminal/Court Records Check (Form No.12-14) and Affidavit of Good Moral Character (Form No.12-15) must all be completed and attached to this application.