



1280 s. alpine road  
rockford, illinois 61108  
launchkids@heartland.cc

Dear Volunteer,

Thank you for your interest in serving at LAUNCH kids@heartland. We look forward to having you join us and be a part of an exciting and growing ministry. Along with this letter you have downloaded a CPP application; CPP standing for Child Protection Program. You may be wondering what this is about; you just want to volunteer with kids at church.

The purpose of CPP is to help Launch carry out our mission while safeguarding any child against emotional, physical, or sexual abuse.

Heartland Leadership and the LAUNCH Staff put a very high value on the safety of the children we care for and minister to. We know that parents are counting on us to screen every volunteer who serves with children in our care. All LAUNCH staff have gone through and have appreciated the process. Our church as a whole is committed to the safety and protection of our children.

**Here is what we need from you:** First you will fill out this form, sign it, and return it to us. You can drop it by Command Central in the LAUNCH or mail it to Heartland Community Church, 1280 S. Alpine Road, Rockford, IL 61108. Please be sure to include your social security number which is necessary for us to do a required background check. You will then be contacted by Kim Kopelman, our CPP Manager within the next few weeks. She will set up a short meeting for you to talk with one of our CPP volunteer staff. After you have been approved, one of the staff from LAUNCH will be in touch with you to welcome you, see where you'd like to serve, and enfold you into our ministry.

**What's Next:** Basic Training. Throughout the year we provide an hour of Basic Training during the 4:00 and 9:00 services. This is required of all new volunteers. It allows us to fill you in on further safety issues, serving opportunities as well as give you a bigger picture of our ministry. During the last 15 minutes of our hour together we will take you on a short tour of LAUNCH so you can see where each age is located and get a glimpse into each room. We'll inform you when the Basic Training is offered so you can have plenty of time to sign up. After Basic Training you will receive an official LAUNCH ID tag plus a LAUNCH t-shirt.

On behalf of all the LAUNCH staff we are thrilled to have you come join us. We look forward to meeting you and partnering with you as together we love and minister to the children of Heartland Community Church.

If you have questions, please don't hesitate to contact me at 815-209-8986 or [sharon.sherbondy@heartland.cc](mailto:sharon.sherbondy@heartland.cc) or Kim Kopelman (CPP Manager) at 815-978-8738 or [kim.kopelman@heartland.cc](mailto:kim.kopelman@heartland.cc)

Blessings,  
Sharon Sherbondy  
Director of LAUNCH

LAUNCH Mission Statement: To help kids know what it means to be a Christ-follower and learn how to follow Him in their daily lives.

## Adult Form

### Explanation

This application will be asking some very personal and private questions. It is our intention to find out more about the people that we are entrusting with minors. The information contained in this application will be treated with the utmost of confidentiality and respect. Our Elders have mandated strict criteria for the treatment and storage of Confidential Documents. At all times, these documents will be stored under a locked system. No one will have access without proper authorization.

The questions contained herein are not designed to offend or to pass judgment, but rather to create an environment where a person's past will not hinder the ministry in carrying out their mission in a safe, fun and productive way. Please be assured that this does not necessarily preclude you from ever serving with youth.

This application is to be completed by all applicants for any position (volunteer or compensated) involving interaction with minors. This is not an employment application.

### General Information

Date \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth (00/00/0000) \_\_\_\_\_

Social Security # \_\_\_\_\_

Marital Status:

Single  Married  Separated  Divorced  Widowed

Spouse's Name \_\_\_\_\_

Do you have children?  No  Yes If yes, how many? \_\_\_\_\_

### Ministry Information

Do you regularly attend weekend services?  No  Yes, Since \_\_\_\_\_

Have you made a decision to trust Jesus Christ alone for your salvation?  No  Yes

I have chosen to serve in this Ministry because \_\_\_\_\_

Please list any past experiences you have had working with youth, either church or non-church related.

### Employment History

Present Employer \_\_\_\_\_

Supervisor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position(s) Held \_\_\_\_\_  Full-Time  Part-Time

## Personal Situations

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above?

No  Yes If yes, explain \_\_\_\_\_

Have you been arrested, convicted or pled guilty to a crime in the last 7 years?  No  Yes If yes, explain

Have you ever been accused, charged, alleged to have or have you ever committed any act of neglecting, abusing, molesting or battering any child or adult? Or have you had any kind of a relationship with a minor that has brought sexual gratification to yourself?  No  Yes If yes, explain \_\_\_\_\_

Are you struggling with a psychiatric or mental disorder?  No  Yes

Have you been hospitalized for a psychiatric disorder in the last 12 months?  No  Yes If yes, explain

Are you living in an environment where verbal, physical or sexual abuse is happening?  No  Yes

Are you living in an environment where drugs or alcohol are being abused?  No  Yes

Do you have unresolved issues regarding any history of abuse from your past that would impact your involvement with children or students?

No  Yes

Have you ever voluntarily left or been asked to leave a role within an organization due to a concern regarding inappropriate conduct with minors?  No  Yes If yes, explain \_\_\_\_\_

Is there any circumstance or pattern in your life, which would make it inappropriate for you to serve with minors or would compromise the integrity of Heartland Community Church?  No  Yes If yes, explain

## References

List three adult character references that you have known for at least two years that have seen you interact with minors.

ONE (Relative)

Name \_\_\_\_\_ Nature of Association \_\_\_\_\_

Occupation \_\_\_\_\_ Length of Time Known \_\_\_\_\_

City and State of Residence \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

TWO (Non-relative)

Name \_\_\_\_\_ Nature of Association \_\_\_\_\_

Occupation \_\_\_\_\_ Length of Time Known \_\_\_\_\_

City and State of Residence \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

THREE (Non-relative)

Name \_\_\_\_\_ Nature of Association \_\_\_\_\_

Occupation \_\_\_\_\_ Length of Time Known \_\_\_\_\_

City and State of Residence \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### Previous Address

If you have lived at your current address for less than 7 years, provide information on all addresses during that period.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates \_\_\_\_\_

### Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. I authorize the release of the information contained in this application, on a confidential, need-to-know basis, to any Ministry at Heartland Community Church in which I seek a position (volunteer or compensated). In consideration of the receipt and evaluation of this application by Heartland Community Church, I hereby release any individual, church, youth organization, charity, 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, an account of compliance or any attempts to comply, with this authorization. To uphold the confidentiality of the references, I waive any right that I may have to inspect any information provided about me by any person or organization, but I may contact Heartland Community Church to inquire about information provided about me.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the Church.

Also, I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state or national. I hereby release local, state and national law enforcement agencies from any and all liability resulting from such disclosure.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understand.

Print Applicant's Full Legal Name \_\_\_\_\_

Print Maiden Name or Any Aliases \_\_\_\_\_

Applicant's Gender  M  F Race \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_