

Mentor Expectations 2023-2024

First Congregational United Church of Christ Appleton

- ✓ Display high attendance at all confirmand/mentor class sessions and additional experiences as labeled on the confirmation calendar (2 absences over course of entire class are acceptable). Locate an alternate mentor if unable to attend.
- ✓ Be engaging, understanding, and welcoming of your confirmand during the time you have together. Consider yourself one of their *ministers*.
- ✓ Inform Pastor Nick and/or parents of the confirmand if any sensitive information comes up that clearly places the confirmand in harm's way or is cause for concern.
- ✓ Reach out to the parents of the confirmand at least once during this process (email, letter, phone call).
- ✓ Reach out to the confirmand, outside of confirmation class, at least 3 times during the confirmation year to develop a mentoring friendship. Obtain parent consent to do so and copy parents on any written correspondence. Do not send private messages back and forth unless you yourself are family to the confirmand.
- ✓ Read the chapters *Being with Young People* and *The Formative Power of the Congregation* to further clarify your role as mentor.
- ✓ Consider volunteering for the winter retreat.
- ✓ Always meet with your confirmand in the presence of at least one other mentor/confirmand pair. Never meet alone with your confirmand inside or outside this church.
- ✓ Enjoy yourself! Reach out to the Volunteer Coordinator or Pastor with any questions you have; we welcome them!

The First Congregational United Church of Christ of Appleton, Wisconsin

Mentor Information

You should feel very proud. It is a wonderful honor to have a young person request that you fulfill this very important role! Though you may already be familiar with our Confirmation mentoring program, let me give you some details.

Mentors:

- Pair up with a Confirmand to act as his/her adult guide and fellow student of the Christian faith.
- Attend approximately 20 discussions on two or three Sundays per month over the school year.
- Attend a special dessert celebration near the end of the Confirmation process to support the Confirmand as they present their Faith Statement.
- Be present on Confirmation Sunday to take part in the laying on of hands for the Confirmand and to receive the Congregation's thanks for your role in the Confirmation program.

This is a one-year commitment. Mentors and Confirmands work in teams, so missing a meeting or two is acceptable. Another Mentor would be available on these occasions.

Mentor Background Check Information

Part of our role at First Congregational is creating a safe and welcoming environment for people of all ages. This means we are all accountable to one another. It takes about one week to finish this process, so please be timely. To be a Mentor at First Congo, **you must:**

- Pass a criminal background check. Please fill out the paper copy of our Volunteer Application and return it to the church office. "Passing" means that when we receive the report, there isn't a criminal background pertinent to you working with a child, being safe around others, or trustworthy as part of our team.
- Once you pass the background check, you will receive an invitation for online training. This will appear in your email from "Mobilize My Ministry". Sometimes this goes to SPAM, so please watch for it. There is a 30-40-minute video that you must watch, accompanied by a brief quiz you must pass (70% or better).
- Once both the criminal background check and the online training are complete, you are finished.

Thank you very much for completing these requirements and showing accountability to your Confirmand and the group for this special role.

The First Congregational United Church of Christ of Appleton, Wisconsin

Volunteer Application

This form must be returned to First Congregational UCC's office seven (7) days prior to starting any commitment.

Personal Information

Name _____
Last First Middle

Address _____
Street City State Zip Code

Day phone _____ Evening phone _____

Email _____

I have been a friend, attendee, or member of this church since (date) _____

References

Provide a minimum of three references, which shall include both work-related, volunteer and/or personal. One reference must be a family member. (Attach additional page(s) as necessary.)

Name (1) _____ **Relationship** _____

Address _____
Street City State Zip Code

Telephone _____ Email (required) _____

Name (2) _____ **Relationship** _____

Address _____
Street City State Zip Code

Telephone _____ Email (required) _____

Name (3) _____ **Relationship** _____

Address _____
Street City State Zip Code

Telephone _____ Email (required) _____

Applicant signature _____ Date _____

I have never been convicted of, nor pled guilty or no contest to a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)

True Not True

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the volunteer position.

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the volunteer position for which you are applying?

Yes No

If yes, please provide a brief explanation.

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize First Congregational UCC or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments and statements.

First Congregational UCC's authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize First Congregational UCC and its agents to circulate, distribute and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that First Congregational UCC will share with me information it has gathered about me if I request it to do so.

If I am offered and accept volunteer service with the church, I agree to comply with the accompanying Code of Conduct and SafeConduct™ policy, especially in reporting known or suspected child neglect or abuse and similar requirements. If requested to do so, I will cooperate with any church investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statement.

I acknowledge I have received and agree to implementing The Code of Conduct, part of First Congregational UCC's SafeConduct™ Policy and Procedure.

Printed name _____

Signature _____ Date _____

For a complete version of the SafeConduct™ Policy, please visit www.uccappleton.org.

First Congregational UCC Background Investigation Disclosure and Authorization

In connection with my application to serve as a volunteer with First Congregational UCC, I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act will be requested for volunteer purposes, whichever is applicable, from

Protect My Ministry, Inc. ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources, such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I serve as a volunteer, whichever is applicable, throughout the course of my volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize First Congregational UCC or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of A Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act

- I wish to receive a copy of any consumer report on me that is requested.
- I have been explicitly asked and been delegated the responsibility of driving children and (or) vulnerable adults on behalf of First Congregational UCC for an authorized ministry program or event.

Signature _____ Date _____

Social Security number _____

Driver's license or state ID number _____ State issued _____

For identification purposes only, please provide **full** date of birth _____

Please list other names used **(including maiden name)**

Previous states/countries of residence _____

*Once this form has been submitted to Protect My Ministry by First Congregational UCC, those who will be working with children will automatically receive an email containing a link to the required training. Please be looking for an email message from **Mobilize My Ministry**.*

—The Church of the Open Door—

**FIRST CONGREGATIONAL
UNITED CHURCH OF CHRIST**

724 E. South River Street, Appleton, WI 54915

