



Seventh-day  
Adventist<sup>®</sup> Church

ARKANSAS-LOUISIANA CONFERENCE

## STERLING VOLUNTEERS GUIDELINES

## VOLUNTEERS

### 100% COMPLIANCE

All employees and volunteers must complete *The Adventist Verification Program* and submit to a background check utilizing the Sterling Volunteers website.

***ALL VOLUNTEERS, whether they volunteer one time or many times per year as a leader or team member, must complete his/her training and background check prior to first day of volunteer duty.***

“Volunteer” includes, *but not limited to the following:*

### CHURCHES:

Elders, Deacons, Deaconesses, Assistants and Treasurers

All ministry leaders and team members (including Praise Team, Sound Booth, Musicians)

Club Ministries Directors for Master Guides, Pathfinders, Adventurers

Adult, Youth, Teen, New Beginner, Sabbath School Teachers, Assistants and Helpers

Children’s Division – Sabbath Teachers, Assistants and ALL helpers

Special Event Staff and Assistants (Church sponsored, Outreach, Social and Recreational Events)

Greeters, Welcome Reception Staff and Assistants

Cleaning Staff

Landscape and Building Maintenance (paid staff or volunteers)

Guest artists/musicians, which include guest vocalists, guest members of instrumental ensembles, guest members of choirs and guest members of vocal ensembles are exempt from undergoing a background check and training. The local church safety team will supervise each group or individual during their visit to the church.

### SCHOOLS:

Classroom helper

Field trip drivers, volunteers and helpers

Kitchen staff, servers, volunteers and helpers

Landscape and Building Maintenance (paid or volunteers)

Coaches, staff, volunteers and helpers



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Each entity should prepare a list of known individuals who will be on campus and know whether or not they are compliant with SV policy. Early completion of the requirements will help to avoid compliance issues leading up to school activities. If a person does not comply, he/she is not allowed at any time on campus outside of his/her vehicle.

**POLICY:** Each employee and volunteer are required to re-train and re-screen every three years.

The School Board and Church should determine who the school's point of contact should be. The **Local Volunteer Screening Coordinator** should be voted through the local School Board Committee. The Principal or Pastor should notify, via email, the Arkansas-Louisiana Conference Volunteer Screening Coordinator as to the name, phone and email, of the Local VSC so that he/she can be assigned view only rights to the SV database. The Local VSC will have access to the names and dates of individuals within his/her assigned organization. **The Local VSC will not have access to actual background check results.**

### **Statement on Adventist Verification Program Training and Background Checks-For Club Ministries:**

The Arkansas-Louisiana Conference requires all individuals, age 18+, regularly attending club ministry events, to complete the *Child Protection* training and submit to a background check through the Sterling Volunteers website. A one-time attendee may not be required to complete the training and background check. Those who are regularly attending club ministry events must train and screen.

Adults who are allowed to participate in club ministry as a volunteer, parent or visitor will spend consistent intervals of time with children. They are likely to have significant interaction with children because they are physically present in lodging and other facilities and can see, hear, direct, and assess the activities of the child/children as a trusted authority.

Authorization to attend an overnight event will require completion of the *Child Protection* training and receipt of the background check results with an "eligible" status. Please allow 72+ hours for background check processing. Each attendee must be pre-authorized to attend club events, including day events and/or overnight campouts with their name listed on the club ministry master list.

If a volunteer's background check results are determined to be **non-eligible for duty**, the Pastor or School Principal will be notified directly. The volunteer will also have access to the background check results through his/her [nadadventist.org/asv](http://nadadventist.org/asv) login.

Individuals who are visiting from other countries must be pre-authorized for an international background check and will be responsible for all fees associated with their background check which is currently estimated around \$300. Individuals who are new to the U.S./living in the U.S. must wait 12 months to be a part of volunteer ministry and then submit to a background check.

Training should take about 45 minutes.

Screening Results should be available within 48-72 hours.

### **Costs associated with Training and Screening:**

Background Check: \$14 + Child Protection Training: \$1

The cost associated with the training and screening will be billed back to each entity.

The primary location selected by the registrant is the information used for billing.

**Technical Support** issues associated with training and background check submission should be resolved by calling:

Sterling Volunteers  
Customer Service - 855-326-1860, Option 3