



Junior Volunteer Record of Interview

C/2.1.2.14

Purpose

Assists church council members/delegates to complete and record the screening of junior applicants who wish to volunteer within the church.

Scope

To be utilised by an interviewer screening a junior leader or junior volunteer who is expressing interest in a volunteer position within the church.

Process

A child or young person aged between 12 years and 18 years may undertake a volunteer activity as a junior volunteer or junior leader after participating in a pre-appointment screening process suitable for their age, maturity, and ability. Each part of the application process is to be completed with prayerful consideration of the gifts and graces of the applicant, their suitability to volunteer in the role, and the needs of the Church.

Inclusion

The application process should not be a barrier to persons with a desire to serve or volunteer. Refer to the procedure [Selecting Leaders and Helpers](#), for information about ways to increase the accessibility of the application and interview processes.

Consent:

Is the parent or guardian aware of this application?

Yes / No

If no, then this process should not proceed.

Parent/guardian's name:

Is the parent or guardian attending the interview?

Yes / No

Reason:

(e.g. child is young and requires parental permission; two adult leaders were present, and the parent waited outside the room)

Support and inclusion

<input type="checkbox"/> Translation service used	<input type="checkbox"/> Cultural representative present	<input type="checkbox"/> Linguistic representative present	<input type="checkbox"/> Other
Details:	Details:	Details:	Details:

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Details of interview

Name of congregation: _____ Date: _____

Applicant's name: _____

Church council delegate's name: _____

Interview questions

1. What has prompted you to offer your services to our church ministry?

2. What experiences have prepared you for volunteering with the church?

3. How would you describe your personality and character?

4. How would you describe your strengths?



5. Can you tell me about a time when you've worked as part of a team, and showing respect to others has been challenging?

6. What skills or qualities make you suitable to volunteer in the church?

7. In what area of your skill or ability do you require assistance or development?

8. Can you tell me about a time when you've been asked to be accountable for your actions?

9. Do you have any questions?

1. Thank you for your time. Your referees will be contacted, and then the Church Council will consider your application.
2. If you have applied for a role that is child-related, or requires working or volunteering with anyone vulnerable, and the Church Council determines that working with children or anyone vulnerable is not suitable for you, they may suggest an alternative.
3. If the Church Council approves your application, once you have completed the Safe Church training (if applicable) and signed a Statement of Personal Commitment (junior), you will be able to commence your role.



Revisions

Document number		C/2.1.2.14			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	06.09.2022	Strategic Risk Manager	06.09.2022	ED Strategic Resources and Assurance	Safe Church, Support and Assurance Officer
Next scheduled review		06.09.2027			