

CHECKLIST | DIG Volunteer Integration Process

Applicant's Name _____ Today's Date _____

Applicant Intake Process

- | | |
|--|---|
| <input type="checkbox"/> Completed Volunteer Application | <input type="checkbox"/> Completed Interview Guide |
| <input type="checkbox"/> Initialed CCC Values Statement | <input type="checkbox"/> Cleared Background Check |
| <input type="checkbox"/> Contacted at least 1 Reference | <input type="checkbox"/> Completed Kid+Safe Agreement |

Applicant Integration Process

- | | |
|---|---------------------------|
| <input type="checkbox"/> Assigned to Ministry Tour (Volunteer Shadow) | Tour Date & Service _____ |
| <input type="checkbox"/> Assigned to CCB Volunteer Group | Group Name _____ |
| <input type="checkbox"/> Assigned to CCB Volunteer Schedule | Date Assigned _____ |

FYI - Mail Merges

Sends when you mark this queue DONE in CCB

- | | |
|--|---|
| • How to be a GREAT Volunteer | RECEIVED DIG VOLUNTEER APPLICATION |
| • Volunteer Kid+Safe Agreement Form | EMAIL KID+SAFE AGREEMENT FORM |
| • How To Accept, Decline, Or View... | RECEIVED KID+SAFE AGREEMENT FORM |
| • Congrats! You're Kid+Safe Approved! | KID+SAFE APPROVED |
| • Background Consent Form Request... | EMAIL VOLUNTEER BACKGROUND CONSENT FORM |
| • 12 Quick Tips For Small Group Leaders... | RECEIVED VOLUNTEER BACKGROUND CONSENT |
| • Woot! Your Background Check Cleared! | EMAIL VOLUNTEER BACKGROUND CONSENT FORM |

*CCB | Church Community Builder
Revised 02.23.2016



GENERAL BACKGROUND

Applicant's Name:	Today's Date:	Interviewer:
Tell me about your family life (single, married, kids).		
How did you come to be at Chandler Christian Church?		
How did you come to know Christ? (Are they a Christian)		
What are some of your strengths as they might relate to serving with children?		
What are you currently working on or wish you knew more about as it relates to children's ministry?		
Why are you interested in serving in children's ministry? What do you hope the children will learn from you?		

MINISTRY BACKGROUND/EXPERIENCE

Review the applicants past serving experience as well as other ministries they are involved in (see application).
Do you know what your spiritual gifts are? If so what are they?
Do you have experience working with children? Secular or ministry? If so, describe your experience.
Have you had a chance to take a ministry tour or "shadow" a veteran volunteer? Do you have any questions/concerns?
If you could do anything in DIG Ministry a be successful, what would it be?

RED FLAGS

Read over the CCC Values from the application; ask applicant if they have any concerns, issues, have they signed the commitment.
Do you struggle with any of the CCC Values? If so, please discuss.
If single or engaged, are you currently living with your significant other?
Are there any "red flags" on the applicant's application, references, or background check that needs to be addressed?

QUESTIONS TO ASK REFERENCES

1. How long have you know the applicant?	5. Does the applicant live out their Christian values?
2. How did you meet the applicant?	6. What are the applicant's best qualities?
3. What does the applicant do for a living?	7. What's the applicant's favorite snack, treat or drink?
4. Do you know the applicant in a church/spiritual setting?	8. Do you have any concerns or "red flags" about the applicant serving with minors?