Name _____ **Date** _____ **Presenter** _____

Listening Guide / Confirmation of Training

Instructions:
1. Complete the top of this form with your name, date, and name of your presenter.
2. Fill in the blanks as you listen.
3. Turn this form in to your presenter to confirm your training participation today.

Important: Confirm with your ministry area leader that you have a Volunteer Application on file (office).

_____

The **Top 3 Things** you need to know about Risk Management at FBCT are:

1) All volunteers must have a _____ _____ on file in the church office. This includes references and written permission for a background check.

    a. All volunteers must be _____ by the ministry area leader (minister or ministry assistant).

2) _____ is mandatory.

    a. Additional training will be available to volunteers (CPR & basic First Aid) as it is for paid staff.

    b. Training protects the children and youth - and you, the volunteer leader / worker.

3) Know the **Rules for Risk Management**: (6 rules)

    a. **The ___ _____ Rule**: Volunteers must be active members of FBC and faithful attenders for a minimum of 6 months prior to service. (Exceptions are made for some larger programs. See your ministry area leader for details or with questions.)

    b. **The ___ _____ Rule** must be followed at all times. "No individual child/youth is to be alone with one adult or minister at any time." Human hallway monitors make this possible in some scenarios.

    c. **The _____ _____Rule**: Couples may serve together only if another approved worker is present in the room or if monitored by a designated hall monitor.

    d. **The _____ Rule**: Volunteers who are 13 years old and older may participate in the Youth Apprentice Program. Guidelines and application are in your manual.

    e. **The _____ Rule**: A liability release form must be signed by a parent/legal guardian for each child to attend an off-campus activity and/or travel in FBC vehicles. Available from ministry area leaders.

    f. **The _____ Rule**: Should an incident involving the injury or abuse of a minor be observed at FBC or at a FBC sponsored event the incident must be reported following the reporting guidelines in the manual. Forms are in the manual.