

# Southeastern California Conference

## CHURCH VOLUNTEER POLICY AND INSTRUCTIONS

**Policy:** Any SECC local church that will use volunteers in any capacity is required to follow this SECC Church Volunteer Policy. There are two types of volunteers, with additional requirements for the volunteers working frequently and closely with children. Please make sure that the volunteer is properly identified for the services he/or she will provide to the church. All documents that the volunteer is required to complete and/or sign, must be uploaded here [VOLUNTEERS](#) for recordkeeping and clearance for volunteer services.

### Volunteer Categories:

- **Volunteer I:** A church volunteer with infrequent, minimal to no contact with children, and does not work more than 16 hours in a month or 32 hours in a calendar year with children. Examples: Kitchen or potluck helper, adult Sabbath School leader.
- **Volunteer II:** A church volunteer who works with children on a frequent, regular basis, i.e., more than 16 hours in a month or 36 hours in a calendar year or goes on any overnight outing with children). Examples: Pathfinder leader, regular Children's Sabbath School teacher.

### Volunteer List and DMV Requirement - Applicable to All Volunteers

- **Volunteer List:** Churches are required to upload a list of all their volunteers to the SECC Human Resources Department, on an ongoing basis, and must identify each of the volunteers as either a "Volunteer I or Volunteer II" as defined above. A volunteer list template ([VOLUNTEER LIST](#)) is available to use when submitting a report of all volunteers. Please email all volunteer lists to [HumanResources@seccsda.org](mailto:HumanResources@seccsda.org).
- **DMV Check:** For any volunteer who will be driving as part of their volunteer duties (Volunteer I or II), a DMV check/clearance is required (see #2 in the Volunteer I Requirements).

### Volunteer I Requirements:

- (1) Sign a [Volunteer Acknowledgment form](#).
- (2) Register with Sterling Volunteers at <https://www.ncsrisk.org/adventist/> and go through process (every two years) which provides:
  - Child Safety Training
  - Background Check
  - If driving, Motor Vehicle Report Check
- (3) Wait for clearance from SECC HR to begin volunteer services.

### Volunteer II Requirements:

- (1) Sign a [Volunteer Acknowledgment form](#).
- (2) Get a Live Scan background check, that will be run through the DOJ and FBI. This requires completing [the "Request for Live Scan Service" form](#) to be given to the Live Scan operator. A copy of the completed "Request for Live Scan Service" Form received from the Live Scan operator must afterwards be uploaded here [VOLUNTEERS](#).
- (3) Be advised that there is a fee for the Live Scan check, which must be paid at the time of service. Please note that due to our status as a non-profit youth organization, Live Scan operators should waive the \$32 DOJ fee. As such, you should only be charged for the vendor rolling fee (typically anywhere from \$25 to \$35) and the FBI fee of \$15, approximately up to \$50.
- (4) Complete the two-hour online mandated reporter training for Volunteers provided by the Office of Child Abuse Prevention in the California State Department of Social Services, <https://mandatedreporter.ca.com/>, and upload the certificate of completion to [VOLUNTEERS](#). The training must be completed every 2 years and new certificate of completion uploaded.
- (5) Wait for clearance from SECC HR to begin volunteer services.

### Where to Find the SECC Volunteer Acknowledgement and "Request for Live Scan Services" Forms

- The Volunteer Acknowledgment form, and the "Request for Live Scan Services" form is found on the Volunteer tab on the SECC website at [Human Resources - Southeastern California Conference](#). These forms must be completed, signed, and uploaded to [VOLUNTEERS](#). These completed forms are required to be cleared to volunteer.

**Questions?** Please contact the SECC Human Resources Department ([Human.Resources@seccsda.org](mailto:Human.Resources@seccsda.org), (951) 509 – 2356).