

# The First Congregational Church of Darien

United Church of Christ

14 Brookside Road  
Darien, CT 06820  
(203) 655-0491

The Reverend Dr. Donald Longbottom, Interim Senior Minister

## **Church Authorized Volunteer Application and Disclosure Form**

Dear Church Volunteer,

The First Congregational Church of Darien is a fellowship in which members, friends, staff, and volunteers worship and minister together as brothers and sisters in Christ. As such, we are dedicated to creating and maintaining an atmosphere free of discrimination, harassment, exploitation, or intimidation.

The United Church of Christ is cooperating with local churches to encourage the development of abuse prevention procedures and policies. To that end, the First Congregational Church of Darien has used the standard UCC Volunteer Application and Disclosure Form that will be required of all volunteers involved in direct ministry with our children, youth, and vulnerable adults.

We recognize that the Application and Disclosure Form asks pointed questions that may be disconcerting. However, we hope that you will appreciate the importance of knowing each volunteer's background before entrusting the safety of our children, youth, and vulnerable adults into this person's care. We hope and pray that you will be encouraged to see this task as worthwhile. Please note that revealing past issues will not necessarily preclude you from serving as a volunteer. The First Congregational Church clergy will make determinations based on their best judgment after speaking with you directly.

Accordingly, we request that you fill out this form as soon as possible. Place your form in an envelope and return it sealed with your name on it to the Reverend Dr. Donald Longbottom. All forms will be kept in a confidential file cabinet and be reviewed only by authorized personnel. Should you need any help in filling out the form or if you have any questions please contact Dr. Don directly.

Blessings,

The Reverend Dr. Donald Longbottom

Approved by Church Council on May 21, 2008  
Revised Letter August 2009

**The First Congregational Church of Darien  
Volunteer Application and Disclosure Form  
(To Be Completed Annually By All Volunteers)**

Check all that apply to you: <input type="checkbox"/> Church School <input type="checkbox"/> Junior Choir <input type="checkbox"/> Youth Group/Confirmation <input type="checkbox"/> Adult Ministry
---

**I. Personal Information**

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

**II. References (Please give us three references. One must be related to you.)**

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

**III. Church Affiliation**

Member of this church since: \_\_\_\_\_ OR Friend of this church since: \_\_\_\_\_

**IV. Personal Disclosures (made confidentially to the clergy)**

**A.) I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged, or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)**

True  Not True

*If not true, please briefly describe the nature of the crime(s), the date and place of convictions and the legal disposition of the case. The clergy will not deny a position to any applicant solely because the person has been convicted of a crime. The clergy, however, may consider the nature, date, and circumstances of the offenses, as well as whether the offense is relevant to the duties of the position applied for.*

---



---

**B.) No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.**

True

Not True

If not true, give a short explanation of the lawsuit or criminal action. (Please indicate the date, nature, and place of the incident leading to the legal action; where it was filed; and the precise disposition of the legal action.)

---

---

**C.) I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.**

True

Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

---

---

**(ANSWER QUESTIONS D. AND E. ONLY IF YOU WILL BE DRIVING YOUTH OR ADULTS.)**

**D.) Do you have a valid drivers' license?**

Yes

No

**E.) With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.**

True

Not True

**F.) Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?**

Yes

No

*If yes, please provide a brief explanation.*

---

---

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize the First Congregational Church of Darien and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

The First Congregational Church of Darien authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize the First Congregational Church of Darien and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that the First Congregational Church of Darien will share with me information it has gathered about me, if I request it to do so.

**I acknowledge my receipt and understanding of the First Congregational Church of Darien Safe Church Policy and Practices.**

---

**(PRINT NAME & SIGN)**

**DATE**

---

**(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18)**

**DATE**

**For Internal Use Only**

Sex Offender Registry ([www.nsopr.gov](http://www.nsopr.gov)) review performed on \_\_\_\_\_

If applicable, reference inquiries completed on \_\_\_\_\_

If applicable, church membership or association for 6 months or more confirmed on \_\_\_\_\_

Safe church awareness training and policy orientation performed on \_\_\_\_\_