

May 24, 2023

Dear VBS Volunteer,

Welcome to Stompers & Chompers Vacation Bible School! First, we are grateful that you are willing to serve the Lord in this way. The goal of Vacation Bible School is to make disciples of Jesus by spreading the gospel to children in our community.

- VBS Directors Jennifer Smith and Zach Vaughn
- VBS Volunteer Coordinator Shelby Leighton

During VBS week, parents will entrust their children to our care for several hours. As faithful stewards and servants of our Lord, the leadership of Machias Valley Baptist Church requires the following of <u>every volunteer</u> serving in VBS:

- 1. VBS Volunteer Contact Form (all volunteers including minors)
- 2. Background Check Application & Authorization (adults 18 and over)
- 3. VBS Volunteer Training on June 1, 2023 (all volunteers including minors). Part of this training will include Sexual Abuse Awareness Training (adults 18 and over).

A few notes on these requirements:

- The background check is only required for adults 18 and over. It requires personal identification information. This is confidential, and therefore we ask that you submit your application & authorization forms via a sealed envelope to church office address listed on the cover page. Our secretary processes the background check, then shreds the application information. She retains only the background check report in a locked office. Background checks are good for five years. If you are unsure whether you need one or not, please check with Jennifer Smith, 255-4476.
- VBS Volunteer Training is mandatory. This will be on Thursday, June 1, 2023 from 5:30-7:30pm. We will feed you supper! The first hour of the training is required for all volunteers, adults and minors, and will include how to lead a child to Christ, and policies and procedures for working with children (e.g., social media policy, bathroom procedures, discipline procedures, etc.). The second hour of the training will be Sexual Abuse Awareness Training through MinistrySafe. This portion of the training is for adults 18 and over. It is a video training that we will watch together. Alternatively, we will send the training to your email address to view on your own time; this version includes a short test at the end to mark you as complete in our system. If you have not completed it prior to June 1, then you will need to watch it with the group at that training. *Please note: We understand that sexual abuse can be a sensitive topic for some. If that is the case, please contact Pastor Zach or me and let us know.

Any questions regarding VBS should be directed to Jennifer Smith. We are praying for you and for our 2023 Vacation Bible School. May Christ be glorified!

Sincerely,
Andrea Lyford
Director, Education & Communications



VOLUNTEER CONTACT FORM VACATION BIBLE SCHOOL

NAME	
PHONE	
EMAIL ADDRESS	

*Please return this form to Jennifer Smith, our church secretary, at the address listed below.



VOLUNTEER BACKGROUND CHECK

Please complete and return pages 2-4.

Please keep pages 5-9 for your reference.

Return to:

Machias Valley Baptist Church Attn: Jennifer Smith 8 Broadway Machias, ME 04654



CONFIDENTIAL Background Check Application

First Name		
Middle Name:		
Last Name:		
Former Names and Dates Used:		
Social Security Number:		
Date of Birth: (MM/DD/YYYY)		
	cy/county and state in which you have lived, worked, or attended school during the n if necessary to provide full disclosure.	last ten years.
Current Address: (Street, city, state, zip code)		
Previous Address: (Street, city, state, zip code)		
Previous Address: (Street, city, state, zip code)		
Email Address:	Telephone Number:	
Driver's License Number:	State:	
Additional Informa	ition:	



ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND INVESTIGATION

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and OTHER STATE LAW NOTICES and certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Machias Valley Baptist Church (the "Company") at any time after receipt of this authorization and throughout the duration of volunteering, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, and/or information service bureau to furnish any and all background information requested by MinistrySafe, 6001 River Oaks Blvd, Suite 400 Fort Worth, TX 76114, 817-737-7233, https://ministrysafe.com and/or the Company. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature:	Date:



AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU;
- ADDITIONAL STATE LAW AND LOCAL LAW NOTICES (IF APPLICABLE).

I hereby authorize Machias Valley Baptist Church to obtain "consumer reports" and "investigative consumer reports" about me to determine whether I will be permitted to take part in certain volunteer opportunities.

Signature:	Date:	



DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU

Machias Valley Baptist Church ("the Organization") may obtain "consumer reports" about you from a consumer reporting agency to determine whether you will be permitted to take part in certain volunteer opportunities. A "consumer report" is a background screening report that may contain information regarding your criminal history, sex offender registry status, employment history, education history, driving history, ordinance violations, restraining order history, drug test results, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.



A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en espanol, visite www.consumerfmance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N. W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - · your file contains inaccurate information as a result of fraud;
 - · you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

See www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- You many limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).



• The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

For information about your federal rights, contact:

TYPE OF BUSINESS CONTACT	CONTACT
1.a. Banks, savings associations, and credit unions	a. Consumer Financial Protection Bureau 1700 G
with total assets of over \$10 billion and their affiliates	Street, N.W., Washington, DC 20552
b. Such affiliates that are not banks, savings	b. Federal Trade Commission Consumer Response
associations, or credit unions also should list, in	Center 600 Pennsylvania Avenue, N.W., Washington,
addition to the CFPB	DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency Customer
2. To the extent not included in item 1 above.	Assistance Group 1301 McKinney Street, Suite 3450,
a. National banks, federal savings associations, and	Houston, TX 77010-9050
federal branches and federal agencies of foreign banks	110uston, 17/1010-7050
redeful of differences and redeful agenties of foreign outlins	b. Federal Reserve Consumer Help Center P.O. Box.
b. State member banks, branches and agencies of	1200, Minneapolis, MN 55480
foreign banks (other than federal branches, federal	
agencies, and Insured State Branches of Foreign	c. FDIC Consumer Response Center 1100 Walnut
Banks), commercial lending companies owned or	Street, Box #11, Kansas City, MO 64106
controlled by foreign banks, and organizations	, , , , , , , , , , , , , , , , , , , ,
operating under section 25 or 25A of the Federal	d. National Credit Union Administration Office of
Reserve Act.	Consumer Financial Protection (OCFP) Division of
	Consumer Compliance Policy and Outreach 1775
c. Nonmember Insured Banks, Insured State Branches	Duke Street, Alexandria, VA 223 14 3
of Foreign Banks, and insured state savings	
associations	



d. Federal Credit Unions		
TYPE OF BUSINESS CONTACT	CONTACT	
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E., Washington, DC 20590	
Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423	
 Creditors Subject to the Packers and Stockyards Act, 1921 	Nearest Packers and Stockyards Administration area supervisor	
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200, Washington, DC 20416	
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E., Washington, DC 20549	
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive, McLean, VA 22102-5090	
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W., Washington, DC 20580 (877) 382-4357	



ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU

Machias Valley Baptist Church ("the Company") may also request an "investigative consumer report" on you from a consumer reporting agency.

An "investigative consumer report" is a background screening report generated through personal interviews with sources such as your neighbors, friends or associates.

The consumer reporting agency that may prepare an "investigative consumer report" on you for the Company is MinistrySafe, https://ministrysafe.com/, 6001 River Oaks Blvd #400, Fort Worth, Texas 76114, (833) 737-7233. The information contained in an "investigative consumer report" may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the most common form of "investigative consumer report" that may be ordered by the Company is an investigation into your employment history. During such an investigation, MinistrySafe may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

Note: You have the right to request additional information regarding the nature and scope of any "investigative consumer report" ordered by the Company on you. You may do so by contacting the Company.