

## Church Volunteer Onboarding Process

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*Assuming the applicant/volunteer has met the qualifications to serve in the church body, the next steps are as follows:*

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ☐ Complete Volunteer Application (including references - add to file)
- ☐ Sexual abuse awareness training (track the date)
- ☐ Completed Background-Check release form (add to file)
- ☐ Background-Check completed (add to file)
- ☐ Completed Reference Checks (add to file)
- ☐ Completed Applicant Interview (add to file)
- ☐ Review Policies and Procedures
  - ☐ Returned receipt of policies and procedures (add to file)
- ☐ On the job training and assessment
- ☐ Probationary service (suggested 2-3 months)
- ☐ Confirm/Review service and begin regularly scheduled volunteering