



Volunteer Instructions

Thank you for volunteering with All Saints Anglican Church. Below is the process you will follow to become an active volunteer. This process applies to all individuals interested in working with children birth-17 years.

1. Speak with the clergy or ministry director in charge of the area where you are interested in volunteering.
2. If they ask you to proceed with a background check, please go to www.allsaintsspringfield.org/forms or to the church website www.allsaintsspringfield.org: Select Ministries, Children's Ministry, Click on Volunteer Forms. Select all the forms under Volunteer Forms and fill them out completely. Submit the completed forms to Karol Hawkins in the church office. If she is not in, please drop them in the lock box outside her office.
3. A background check will be processed. If the background check comes back clear, you will be sent an email to complete Sex Offender Awareness Training online. If the background check does not come back clear, you will be contacted by the clergy.
4. Complete the Sex Offender Awareness Training online. Please email Karol Hawkins at khawkins@allsaintsspringfield.org to let her know your training is complete.
5. Karol will contact the person in charge of the area where you are volunteering to let them know all steps have been completed.
6. The clergy or director in charge will contact you to discuss where you will work and when you can begin.
7. If you have any questions throughout the process, do not hesitate to contact one of the individuals below.

Kim Little	children@allsaintsspringfield.org
Ruth Benedett	rbenedett@allsaintsspringfield.org
Karol Hawkins	khawkins@allsaintsspringfield.org
Fr. Eric Zolner	fr.eric@allsaintsspringfield.org

Church phone 417-888-3001