



Dear Potential Ministry Volunteer,

I want to take this opportunity to thank you for considering involvement with ministry to children or youth at Gateway. Each week we have the opportunity to impact dozens of children, students and their families with the life transformation found in a relationship with Jesus, and we are ecstatic that you want to be part of that life-changing journey with us.

All ministry volunteers working with children and youth are required to go through a stringent application and screening process, both for their own protection and for the protection of those they will be working with. We have tried to make this process as simple for you as we can, so all we ask of you is to fill in the application form attached here and get started on your police check (see below for instructions). Please drop all forms off at the Info Booth on Sundays. Once we have these forms in, one of our staff will give you a call to chat about where you will best fit with our ministry teams.

If you are a resident of Haldimand County, you have the option to pay \$25 to complete your police check online (see below) or you may complete your police check through our local OPP office (in Cayuga), which processes the checks at no charge for volunteers. If you would like to take advantage of the free option:

- Fill out the attached forms in full (don't forget to sign the back!)
- Attach a copy of two pieces of identification (driver's license, passport, birth certificate or any government issued i.d. other than a health card)
- Return these to the church office with your application form (drop off at Info Booth on Sundays).
- Once we receive your forms, we will submit them to the OPP on your behalf.
- Upon completion, you will be notified by phone that the check is ready for you to pick up between the hours of 8:15a.m.- 4:30p.m., Monday to Friday. Unfortunately, due to privacy laws, we are unable to pick it up for you as their staff requires each applicant to appear in person to pick up the completed check. *If it is impossible for you to pick up your check during office hours, please let me know as soon as possible so we can make alternate arrangements to get yours done online.*
- Once you have picked it up, simply submit a copy of the completed check to my office and your records will be current and up to date.
- Again, there is no charge for completing this screening, *but it is very important for you to pick it up in a timely manner, or a fee will be charged after 90 days* and the church will not pay the fee.
- If we do not have your completed check submitted to our office within one month, you will be required to complete the check online at your cost. Volunteers may not start serving in a ministry area until we have a current police check on file.

If you are NOT a resident of Haldimand County, or if you absolutely cannot get in to the Cayuga office to pick up your check, you will complete your check through the Winning Kids online service, BackCheck. BackCheck provides criminal record checks within one business day. The cost of this service is \$25 per person and is covered by the church if you live outside Haldimand County. Residents within Haldimand County may also choose to go this route, but must pay the fee since a free option is available to you. To begin this process, please email [info@gatewaycaledonia.com](mailto:info@gatewaycaledonia.com) to inform us you are in need of a criminal record check; once I have your email address I will send you an invitation to complete the process online. It is fast, simple and secure.

Lastly, we require all our volunteers to participate in a 2 hour Plan to Protect training program that can either be done in person or online.

If you have any questions, please contact me any time at the church office. And again, thanks in advance for your cooperation!

Serving Together With You,

Greg Langman  
Executive Pastor

15 Haldimand Rd. 66, Caledonia, ON N3W 1N7 T 905.765.5407 F 905.765.1864 E [info@gatewaycaledonia.com](mailto:info@gatewaycaledonia.com) W [www.gatewaycaledonia.com](http://www.gatewaycaledonia.com)



Ontario  
Provincial  
Police

**Volunteer/Applicant Screening Process**

**Consent to Disclosure  
of Personal Information**

**Note:** This form to be used to assist the agency to determine the suitability of successful candidates for either full or part time employment and/or volunteer duties having direct contact with children or vulnerable persons.

**Applicant Information**

Surname				Given Names			
Maiden Name or Other Names used (if applicable)				Place of Birth			
YY	D.O.B. MM	DD	Sex	Area	Telephone (Res.)		Driver's Licence Number
Address: Number		Street		Apt./Unit	City/Town/Municipality		Postal Code

**Previous addresses for the last five years** (If insufficient room, attach a separate sheet.)

Number	Street	Apt./Unit	City/Town/Municipality	Postal Code	Years at Residence

**(Please read carefully.)**

I hereby consent to full disclosure, by the Ontario Provincial Police (OPP) to the person(s) listed below, of all police record information. This consent includes the release of records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the *Criminal Records Act*, or any convictions registered, charges pending or any other judicial order issued under an Act of Parliament or an Act of the Legislature. This consent also includes and authorizes the release of information available from the files of the OPP or any other police agency, including occurrence information, which the OPP deems necessary to fulfill the requirements of the volunteer/applicant screening process. This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*.

Name	Greg Langman	Title	Executive Pastor
Name of Organization	Gateway Church		

The *Criminal Records Act*, provides for additional information to be provided to a person or organization responsible for the well-being of one or more children or vulnerable persons. I am an applicant for a paid or volunteer position with such a person or organization, as defined by the *Criminal Records Act*, as described below:

Description of the paid or volunteer position: Ministry Volunteer	
Name of the person or organization: Gateway Church	Title
Details regarding the child(ren) or vulnerable person(s): Children/Youth (0-18 years of age)	

Therefore, pursuant to a request by the above person or organization, I hereby consent to a search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon for, any of the offences listed in the schedule to the *Criminal Records Act*. I understand that pursuant to this consent, if I am determined to be the person named in a criminal record as described above, that record may be disclosed to the Ontario Provincial Police (OPP) and the OPP will then disclose that information to me and to the person or organization referred to above.

### Release and Discharge

I hereby release and forever discharge Her Majesty the Queen in right of Ontario, the Commissioner of the Ontario Provincial Police and all members and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the OPP.

STAMP OF ORGANIZATION	
<b>GATEWAY CHURCH</b> 15 Haldimand Road 66 Caledonia, ON N3W 1C3	

Signature of Applicant	Date
Signature - Organization Witness	
Identification verified by	

### Confidential

This record and the information contained therein, is being provided in confidence and shall not be disclosed to any person except as provided above.

The information provided is based on a name check only and having a birth date as provided above.

- Fails to reveal any record relating to the above subject
- Indicates the following information may relate to the above subject.

OPP AUTHORIZING SIGNATURE

Ontario Provincial Police  
72 Highway 54  
Cayuga, ON  
NOA 1E0

**RE: Police Records Check**

The person named below will be acting in the role of Ministry Volunteer at Gateway Church and requires a police record check. Please conduct the necessary check.

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*Name of Applicant*

This position is a:

Volunteer Position

Paid Position

This position:

Does not have continued and direct exposure to a vulnerable group and does not require a check of the Pardoned Sexual Offender Database.

Has continued and direct exposure to a vulnerable group and requires a check of the Pardoned Sexual Offender Database. Therefore, as authorized representative of an organization that is responsible for the well-being of one or more children or vulnerable persons as defined in section 6.1 (1) of the Criminal Records Act, I hereby request that the Ontario Provincial Police conduct a search pursuant to S. 6.6 of the Act.

Name of Signing Authority: Greg Langman

Name of Organization: Gateway Church

Signature: \_\_\_\_\_

# ATTENTION

BE ADVISED THAT VOLUNTEER CRIMINAL  
RECORD CHECKS MUST BE PICKED UP  
WITHIN 90 DAYS OR YOU WILL BE CHARGED  
A FEE OF \$30.00 FROM HALDIMAND COUNTY.

Signed \_\_\_\_\_

Date \_\_\_\_\_