

February 2017 New York Royal Rangers staff Screening

DEAR Outpost Coordinators and Leaders;

Greetings in Jesus Name,

We have been working on updating all of our staff files and screening process.

As of February 11, 2017, I have begun sending out a report to each chartered outpost of the records of file to date for your outpost.

As everyone should know, the screening process is of utmost importance in these troubling times. We need to keep our churches, our children and our leaders safe. **Therefore**, it is imperative that every church institute the screening process at the local level.

The process begins with: every leader filling out and submitting a fully and properly executed Staff Application. The application will list, on the reverse side 2 references; a. Church Reference to be filled out by a pastor or board member, (whoever knows the applicant best), b. Non-Church Reference filled out by someone, other than a relative, who knows the individual well. File application & references with the church screener. **PLEASE** use double sided printing to minimize paper and to keep the forms together.

The reference forms must have the applicants name printed on the front and be signed and dated by the applicant. Give the form to the reference assigned, in an envelope addressed to the church screener. When the designated reference completes the form they need to seal it in the envelope and return it to the church screener (Individual designated by the pastor and/or board as the responsible person for screening applicants).

After the church screener receives all three forms, they must review them for completeness and approval. Then Perform a background check for the applicant. Note background check on the reverse of the application. File copies of the forms in a secure location in the church. Send the original forms to: "New York Ministry Network (NYMN) Royal Rangers Staff application files", for filing at the address listed below.

After an applicant's 3 forms have been properly filed with the NYMN they will simply file a "Reauthorization Form" each year to remain in good standing with the NYMN.

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This process is required before any leader "is allowed" to attend any NYMN/Section function involving minors.

All the forms are accessible on the New York Ministry Network Royal Rangers website; <http://nyroyalrangers.org/content/forms>. The forms must be downloaded to your computer and then opened before you fill them in or print them. If you attempt to fill them out by simply opening them online they will not open properly. The forms are fillable and savable. We prefer that all information **"be filled out digitally"** to improve legibility.

These are 'digital forms' but may not be Digitally signed. At this time all forms must be printed and hand signed until digital signature policies are in place. The forms should then be mailed to the address listed below after they have been processed by your local church screener.

Please remember that these forms are confidential as they contain sensitive information and must be properly filed and secured.

Along with proper screening, training is just as important. Each leader, at a minimum, should receive the ready status and the safety status. Qualifications for these can be found at:
<http://royalrangers.com/training/content/?targetBay=11cfc533-f428-4c7f-b65c-a147023f28d6&ModID=2&Process=DisplayArticle&RSS RSSContentID=14465&RSS OriginatingChannelID=1155&RSS OriginatingRSSFeedID=4290&RSS Source=> .

Some "online" training is available for a very nominal fee.

Thank you for your cooperation in these important matters,

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