



**KidWorks**<sup>TM</sup>

*serving Kids In Divorce*

*ChristianWorks for Children  
5440 Harvest Hill Rd, Ste 140 Dallas, TX 75230  
pthompson@christian-works.org  
972-960-9981*

*Thank you for volunteering !!!*

## *Volunteer Facilitator Packet*

*Please read and complete the attached forms.  
Mail or email the completed forms to ChristianWorks for  
Children  
at the above address to the attention of Paola Thompson.*

*KidWorks volunteers are asked to commit to a year's service  
to this important ministry to ensure quality services and stability  
for the children and families attending the groups.*



**KidWorks™**

*serving Kids In Divorce*

I am thrilled that you have an interest in becoming a volunteer facilitator in our ministry to divorced parents and their children.

Enclosed please find the application packet which is made up of the following materials:

- ✓ Volunteer Facilitator Application (4 pages)
- ✓ Job Description of a Volunteer Group Facilitator (1 page)
- ✓ Registration Questionnaire (1 page)
- ✓ Background Check Request (1 page)
- ✓ Confidentiality Agreement (1 page)
- ✓ Statement of Faith (2 pages)
- ✓ Volunteer Disqualifying Offenses (1 page)
- ✓ Volunteer Code of Ethics & Rules (2 pages)
- ✓ General Guidelines (1 page)
- ✓ Reference Sheet (1 page)

Please complete and return the application, confidentiality agreement, statement of faith, and consent for criminal background check as soon as possible as this is the first step to volunteering with KidWorks. Also please send a photocopy of your drivers license. Once we receive the forms back, reference letters / emails will be sent to the designated people.

Training is free of charge, however you will be responsible for obtaining and paying for your CPR certification. Training information, including date and time will be sent out upon receiving your application and reference emails.

I look forward to receiving your application packet. Thank you for your desire to serve along beside us in this ministry. We know that divorced parents and their children have a special place in the heart of God. My hope is that you will know the kind of purpose and joy that comes when you work side by side with God ministering to them. In the meantime, if you have any questions about the application packet please feel free to contact me.

Sincerely,

Paola Thompson

Program Coordinator, KidWorks

ChristianWorks for Children

5440 Harvest Hill Rd

Suite 140

Dallas, Texas 75230



**KidWorks<sup>®</sup>**

*serving Kids In Divorce*

**KidWorks Facilitator Application**

c/o ChristianWorks for Children

*5440 Harvest Hill Road, Suite 140*

*Dallas, TX 75230*

*972-960-9981*

*Fax: 972-960-0062*

*Email: pthompson@christian-works.org*

Date \_\_\_\_\_

Birth Date \_\_\_\_\_

Full Name \_\_\_\_\_

(including maiden & any other names used)

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, Texas Zip \_\_\_\_\_

Email: \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_

What is your Occupation? (Be Specific) \_\_\_\_\_

Current Employer(if employed) \_\_\_\_\_

Supervisor/Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, Texas Zip \_\_\_\_\_ How long? \_\_\_\_\_

Previous Employer

\_\_\_\_\_

Supervisor/Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Employer \_\_\_\_\_

Supervisor/Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_ How Long? \_\_\_\_\_

What are your expectations of participation in this program? \_\_\_\_\_

Is there anything likely to prevent you from keeping your commitment? If yes, please explain. \_\_\_\_\_

Describe your experiences with youth (volunteer, professional, personal)

Which participants would you feel most comfortable spending time with?

Children \_\_\_\_\_ Teens \_\_\_\_\_ Adults \_\_\_\_\_ Any \_\_\_\_\_

List your first, second, and third choices of groups you'd like to work with:

- \_\_\_ Littles (ages 5-8)
- \_\_\_ Middles (9-12)
- \_\_\_ Teens (ages 13-19)
- \_\_\_ Adults

Reason for preference \_\_\_\_\_

KidWorks meets on Monday nights from 7:00 to 8:00 p.m. Facilitators are required to arrive at 6:30 p.m. A debriefing session will take place after the KidWorks session. Are you available to be a facilitator during this time frame?

\_\_\_\_\_

What kind of talents or skills do you have that would be of interest to divorced parents and their children and which you would be willing to share with your group? \_\_\_\_\_

Are you on public record as a sex offender or physical abuser? \_\_\_\_\_

Have you been convicted of a felony? \_\_\_\_\_

Are you abusing drugs or alcohol? \_\_\_\_\_

Please identify any physical or medical conditions that may affect your ability to participate in this program. \_\_\_\_\_

Have you ever sought treatment for a mental illness? \_\_\_\_\_

If so, when? \_\_\_\_\_

Are you currently taking any medications? \_\_\_\_\_ If so what? \_\_\_\_\_

And for what condition? \_\_\_\_\_

What divorce experience have you had in your family? Please give person(s) involved and dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who should we contact in an emergency?

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Due to the nature of KidWorks program, we reserve the right to reject or accept potential volunteers.

I hereby state that all information given on this application is true. I also give **CHRISTIANWORKS FOR CHILDREN** the right to check any references given.

I, the undersigned, do, for myself, my heirs, executors, administrators and assigns, hereby release and forever discharge and agree to indemnify ChristianWorks for Children and The Volunteer Center of Dallas County and hold each of their officers, directors, employees, and agents harmless from and against any and all causes of action, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer staff member.

---

Name

---

Signature/Date



## Job Description – KidWorks Volunteer Group Facilitator

---

---

Volunteers are expected to demonstrate a working knowledge of KidWorks Support Volunteer Facilitator Manual.

A group facilitator participates as a sharer and one who cares in a children's or parents' group. There is no formal counseling or therapy as part of these groups. Staff and facilitators support each other, and facilitators and participants share as well as teach and learn about life.

A thirty-minute pre-meeting is held immediately before each group session and a debriefing post-meeting immediately after. The time requirement for evening groups for volunteers starts promptly at 6:30 p.m. until 8:30 p.m.

Facilitators of both the children's and parents' groups will be responsible to their respective group coordinator.

Volunteers are to respect that information shared in a support group is held in confidence by volunteers and staff except in cases of suicidal ideation, child abuse, chemical abuse/dependency on the part of a child or adolescent, or when a parent or legal guardian has signed an information release.

Volunteer facilitators must report any suspicion of suicidal/homicidal ideation or child abuse directly to their group coordinator before the post-meeting. This allows the coordinator to ensure the safety of the child.

If a facilitator is going to miss a meeting, he or she is to call the group coordinator at ChristianWorks. This gives the coordinator time to prepare for the change in the group. Volunteers and staff are expected to respect that their relationship with participants is a helping relationship. The establishment of personal relationships or interactions with family participants may interfere with the healing process, which is the mission of ChristianWorks. Volunteers and staff are not to establish personal/intimate relationships with participants during or after program services.

### Duties

Review curriculum before coming to the group session.

Identify safe behaviors and restrict unsafe ones.

Enforce rule breaks.

Note and discuss individual children's needs.

Hold to time limits.

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



**KidWorks Training for Volunteer Facilitators**

***Registration Questionnaire***

Name \_\_\_\_\_

1. Please tell us why you are interested in attending this training.
  
  
  
  
  
  
  
  
  
  
2. Describe any training you have had related to divorce recovery, parenting skills for divorced parents or the needs of children after divorce.
  
  
  
  
  
  
  
  
  
  
3. Does your experience include your going through a divorce as a parent or as a child (or both)? If so, how recently?
  
  
  
  
  
  
  
  
  
  
4. What do you hope to gain personally as a result of attending this training?
  
  
  
  
  
  
  
  
  
  
5. What reason do you have for wanting to be a volunteer?

Please return to: ChristianWorks for Children, 5440 Harvest Hill Road, Ste. 140, Dallas, TX 75230



**Criminal Background Check**

Date \_\_\_\_\_



**KidWorks®**  
*servicing Kids In Divorce*

**Full Name**

\_\_\_\_\_

(Last)                      (First)                      (Middle)                      (Maiden)

Present Address

\_\_\_\_\_  
\_\_\_\_\_

Social Security #

\_\_\_\_\_

Home Phone #

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Counties of residence for the last ten years \_\_\_\_\_

I hereby give my permission to ChristianWorks for Children to obtain information relating to my criminal history record through the Texas Department of Family and Protective Services. The criminal history record may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/intern/volunteer position with this organization. I also understand that as long as I remain an employee/intern/volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by ChristianWorks for Children and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

\_\_\_\_\_  
Applicant's Signature

Criminal background check submitted by \_\_\_\_\_ Date \_\_\_\_\_



**KidWorks<sup>®</sup>**  
*serving Kids In Divorce*

### REFERENCES

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Minister / Name \_\_\_\_\_  
Friend Email \_\_\_\_\_  
Phone \_\_\_\_\_

Employer Name \_\_\_\_\_  
(Person who supervises Address \_\_\_\_\_  
you directly.)  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Friend Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Friend Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_



# Christian Works for Children<sup>®</sup>

*Building healthy families since 1967*

---

## CONFIDENTIALITY AGREEMENT

DATE: \_\_\_\_\_

This agreement is entered into by and between CHRISTIANWORKS FOR CHILDREN (hereinafter sometimes referred to as "CWC") and \_\_\_\_\_, volunteer, on the date stated, above.

I understand that in my capacity as a volunteer for CWC I may be made privy to information and/or materials that CWC makes available to me to fulfill my duties as an employee of or volunteer for CWC which may contain confidential and/or sensitive information about clients, parents, and/or children receiving services from CWC, or other information of a confidential or sensitive nature (any such information or materials contained therein or developed therefrom, in either written or verbal form, shall hereinafter be collectively referred to as the "Materials"). This Confidentiality Agreement sets forth my agreement to maintain the confidentiality of the Materials.

I acknowledge that the Materials are confidential and I agree that I will:

- (a) Use the Materials solely for the purpose of fulfilling my duties as an employee of or volunteer for CWC;
  - (b) Show the Materials to, or discuss them, only with selected individuals employed by CWC and only if necessary to fulfill my duties as an employee of or volunteer for CWC;
  - (c) Except as required by law, not disclose to any third party, unless such disclosure is made in accordance with paragraph (b), above;
-

(d) Not make copies of any of the Materials, unless specifically authorized or requested to do so by the Executive Director of CWC or other person permitted by the Executive Director of CWC to grant such authority or make such a request; and

(e) Return all the Materials to CWC and destroy any personal notes, reports, and other materials prepared by me in connection with my review, discussion, evaluation or possession of said Materials prior to termination of my relationship with CWC.

I understand and agree that CWC might be irreparably harmed by violation of this agreement, and that the use of the Materials could result in financial, psychological, emotional, mental, or psychiatric injury, damage, cost or loss to CWC and/or the parties whose personal information is contained in said Materials. In the event I shall become aware of any breach of the confidentiality of, or the misappropriation of, any of the Materials, I will promptly give notice thereof to the Executive Director of CWC, or his designee. In addition, CWC shall be entitled to injunctive relief, to enforcement by specific performance of this agreement, and to damages.

I understand that my agreement to maintain the confidentiality of the Materials shall survive any termination of my relationship with CWC whether as an employee or a volunteer.

This agreement shall not apply to that information which (i) becomes generally available to the public, without violation of any obligation of confidentiality by me or my representative, or (ii) becomes available to me on a non-confidential basis, provided that such source is not bound by a confidentiality agreement concerning the Materials.

This agreement shall be binding upon me, my successors and assigns, and be governed by and construed in accordance with the laws of the State of Texas.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Printed Name of Employee/Volunteer

ChristianWorks for Children

By: \_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Christian Works for Children®**  
*Building healthy families since 1967*

AdoptionWorks

CounselingWorks

GriefWorks

KidWorks

## STATEMENT OF FAITH

Accordingly we believe:

1. The Bible is the inspired word of God, the supreme and final authority in faith and conduct, which reveals the nature of God, Jesus Christ, and the Holy Spirit (2 Tim. 3:16; 1 Pet. 1:19-21).
2. God interacts with this world as Creator and Savior through Jesus Christ (Gen. 1; Heb. 1:1-3; John 1:1-5; 12-13).
3. God is honored when we imitate the nature of God and his son through the guidance of the Holy Spirit (John 3:13-17; 1 Cor. 11:1; 2 Pet. 2:21).
4. Jesus Christ is the son of God. He was conceived by the Holy Spirit and born in the flesh to a virgin. He was crucified with the foreknowledge of God as atonement for man's sin, was raised from the dead, and has ascended to the right hand of God. Through Him only we have access to God (John 3:13-17; John 14:6; Acts 2:22-23; 1 Cor. 15:1-4).
5. Salvation of man is only through God's gift of grace for those who put their faith only in Jesus Christ for their justification. Faith is demonstrated by obeying His command to be baptized in water reflecting the death, burial, and resurrection of Jesus (Eph. 2:8-9, Gal. 2:16, Gal. 3:26-27, Rom. 6:3-4, 23, Acts 2:37-39, Matt. 28:18-20).
6. Those who have accepted God's gift of grace and demonstrated their faith have fellowship with Him if we walk in the light as He in the light, and the blood of Jesus His Son cleanses us from all sin (1 John 1:5-10).
7. Jesus Christ established His church and placed himself as head (Eph. 1:22-23, 5:23; Matt. 16:18).
8. God interacts with believers through the Holy Spirit as Helper, Teacher, Guide, and convicts all mankind of sin, righteousness, and judgment (John 14:26, 15:26, 16:13; Acts 9:31).

9. God is to be worshipped in spirit and taught. God calls us to participate regularly in worship and service, to praise him and mutually encourage and build each other up in Jesus Christ (John 4:24; Acts 2:42-47; Heb. 10:23-25).
10. Like Jesus, children should grow in the knowledge and wisdom of God as they age, increasing in favor with God and man (Luke 2:40, 52; Matt. 19:13-14).
11. Jesus Christ is glorified by our conduct and effort to do our best in everything we do, knowing it is Him we serve (Col. 3:12-14, 17, 23-24).
12. Marriage is a divinely instituted relationship between one man and one woman, intended by God to last a life time (Matt. 19:3-9; 1 Cor. 7:10-11; Gen. 2:18-25).

---

Signature

---

Printed Name

---

Date

---

(Last Name, First Initial)



**KidWorks®**  
*servicing Kids In Divorce*

## Volunteer DISQUALIFYING OFFENSES

No person may serve with youth or children who has ever been convicted of any disqualifying offense, been on probation or received deferred adjudication for any disqualifying offense, or has presently pending any criminal charges of any disqualifying offense.

Disqualifying offenses are as follows:

- A. A felony or misdemeanor classified as an offense against the person or family or involves an offense against the person or family.

**Examples:** Offenses against the person include, but are not limited to murder, assault, sexual assault, injury to a child, and abandoning or endangering a child.

Offenses against the family include, but are not limited to bigamy, incest, interference with child custody, enticing a child and harboring a runaway child.

- B. A felony or misdemeanor classified as an offense against public or indecency.

**Examples:** Offenses against public order or indecency include, but are not limited to prostitution, obscenity, sexual performance by a child, possession or promotion of child pornography, and disorderly conduct.

- C. A felony or misdemeanor violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substances Act.

Acknowledgements  
(Please Initial)

\_\_\_\_\_ I understand that, if the responsibilities I am assuming involve contact and/or interaction with minors, a condition for accepting the responsibilities is that I am not one who has ever, or currently abuses minors, including, but not limited to abusing them sexually.

\_\_\_\_\_ I understand that, if the responsibilities I am assuming involve contact and/or interaction with minors, a condition for accepting the responsibilities is that I do not have paraphilia diagnosis (e.g. pedophilia, exhibitionism, voyeurism).



## Volunteer Code of Ethics and Rules

KidWorks, A group support program for children of divorce and their parents

Volunteers will not abuse children, including:

Physical Abuse-strike, spank, shake or slap

Verbal Abuse-humiliate, degrade, threaten

Sexual Abuse-including but not limited to inappropriate touching and exposure

Mental Abuse-habitual ridicule, scapegoating, deprivation, exposure to violence

Smoking or use of tobacco products in the presence of children is prohibited.

Using, possessing or being under the influence of alcohol or illegal drugs in the presence of program participants will not be tolerated.

Volunteers must treat children of all races, religions and cultures with respect and consideration.

Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison and/or criticism.

Volunteers will abstain from frightening discipline techniques.

Volunteers will not use profanity in the presence of children or parents.

Volunteers will refrain from intimate displays of affection toward others in the presence of children, parents and staff.

Monetary and expensive gifts to volunteers are prohibited.

Volunteers must be free of physical and psychological conditions that might adversely affect children's health, including fever or contagious conditions.

Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity.

Volunteers will do everything in their power to avoid being put in a situation where they are alone with a program participant (child) other than their own.

Volunteers will not fraternize with program participants away from ChristianWorks for Children.

Texas State Law requires that all citizens report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services and law enforcement agency.

Volunteers will be subject to a background check, including criminal history.



ChristianWorks for Children staff will conduct periodic evaluations/interviews with children and parents to encourage reports of any behavior out of the ordinary.

I understand that allegations or suspicions of child abuse are taken seriously by ChristianWorks and will be reported to TDPRS for investigation and that ChristianWorks for Children will fully cooperate with any related investigations and will pursue the prosecution of child abusers to its full extent under the laws of this state.

I understand that any violation of this Code may grounds for removal as a volunteer. Being fully aware of the matters contained in the Volunteer Code of Ethics and Rules, I still desire consideration as a Volunteer for the divorce support program at ChristianWorks for Children.

---

Volunteer's Signature

---

Date



## General Guidelines

1. Facilitators must follow the curriculum as is. Any changes made to the curriculum must be approved by the KidWorks coordinator.
2. What takes place in the children's room is confidential. It is important for the children's facilitators to interact regularly with parents for the purpose of building trust. Generalized statements about the children's progress are appropriate between a facilitator and a parent. For example: "Jacob is doing well. He has made some important strides. He is expressing himself more and more." Or: "Jacob seems stuck. Is there anything you could share with me to assist him in any way?"
3. If parents have any concerns with regard to the progress of their children or the activities in the children's group, facilitators should encourage them to check in with the group coordinator.
4. Confidentiality must be observed with regard to any and all information disclosed by participants and facilitators in meetings, pre-meetings and post-meetings. Discretion must be used so that meetings can remain safe for the telling of personal truths.
5. The group coordinator is available to address the parents' meeting about what takes place in the children's group (using general terms).
6. Facilitators should log the time spent at KidWorks on the sign-in sheet at the front door.
7. Facilitators may not contact a participating family by phone.
8. Children and children's facilitators must straighten the rooms prior to closing.
9. A facilitator or parent needs to be with any children who leave the group rooms.

---

Volunteer Signature/Date