



833 Pandora Ave.
Victoria, BC V8W 1P2
Canada
Tel: 250-385-7786
Fax: 250-385-7796
central@shaw.ca
www.centralbaptistchurch.ca

Ministry Staff:

Lead Pastor
Dave Marttunen

Pastor of Discipleship &
Families
David Dawson

Youth and C&C Pastor &
Choir Director
Byron Phillips

Pastor of Outreach
& Missions
Kevin Thiessen

Pastor to Senior Adults
Mike Millard

Office Manager
Laurel Heal

Administrative Assistant
Marina Schmaling

Worship Leader
Julia Dawson

Central Counselling Centre
Tel: 250-384-3322

Central Baptist Church
exists to influence Victoria
and impact the world by
making fully devoted
followers of Jesus Christ.

Dear Central Baptist Volunteer to Children and/or Youth:

Thank you for the valuable work you do here at Central. Your ministry to children & youth makes this a very special place and you are much appreciated.

We are required to obtain a Criminal Record Check for every volunteer who works with children & youth. They will be completed free of charge. As of May 2011, we now require our volunteers to get a Criminal Record Check done every two years.

Please fill out the letter from Central Baptist Church (your name, birth date and the municipality you live in) and take it to your local Municipal Police Department along with two (2) pieces of government ID, one of which must include your picture. Those who do not have photo ID may receive photo ID from the church.

The Police Department will provide you with a Criminal Record Check form for you to fill in. Please list "children" under the vulnerable persons check on the form.

You are responsible for returning the completed CRC to the church office.

- If you live in Victoria or Esquimalt, please take the letter and your ID to the Victoria Police station on Caledonia St. Open Tuesday, Wednesday & Thursday 8:30 – noon, 1:15 – 3:30pm.
- If you live in Saanich, Central Saanich or Oak Bay please take the letter and ID to the appropriate police department.
- If you live in the Western Communities or any other area policed by the R.C.M.P., please take the letter and your ID to your nearest RCMP detachment.

If you obtain a Criminal Record Check from another organization at any time, please bring to the church office so I can update your file. This Check must include the "vulnerable persons check".

Thank you for your cooperation in completing these forms.

Sincerely,

Marina Schmaling
Administrative Assistant



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Dear Sir / Madam,

Re: *Criminal Record Check*

Please carry out a criminal record check for _____
whose date of birth is _____ and who lives in the
Municipality of _____.

This person is an unpaid volunteer with Central Baptist Church and
occasionally works with children, youth, and/or other potentially
vulnerable persons in the church.

Thank you,

Marina Schmaling
Administrative Assistant