

## Criminal Record Check (CRC)

### Dear Cap Church Volunteer:

Thank you for your commitment to our children and youth by your involvement in CapKids and hall monitoring. As you know, we have made significant changes in our program over the last several years to ensure that safety is one of our main priorities. Some of these changes have been the addition of a hall monitor, volunteer application forms, wash room and safe touch policies as well as an annual church wide Cap Safe presentation.

The final phase of this will be to require that all of our volunteers receive a Criminal Record Check (CRC). This has become standard practice in most churches in BC and is now required by our insurance company to enable us to receive full protection and insurance privileges.

It is our goal to have all our volunteers who are in contact with children or youth to go to their local police station and complete a Criminal Record Check. These persons would include nursery, toddler, preschool leaders, teachers, shepherds, hall monitors, youth leaders, drivers and mentors. All pastors, ministers, staff, deacons and elders will also be required to complete the CRC. (Please note that even if you have already completed a CRC for your work or other institutions you are still required to complete one for CapChurch as well.)

Our sincere appreciation and thanks for your support of this very important matter. We are including a letter from CapChurch that you must take with you to your local police station. Please note the details below.

- You must be a permanent resident within the City or District to which you apply for your CRC.
- Bring picture ID with your address (driver's license) or picture ID and a document with your permanent address. Bring a second piece of ID as well.
- Bring the attached CapChurch Volunteer letter.

North Vancouver Police Dept.  
147 East 14<sup>th</sup> Street  
Hours: 8:00 am – 6:30 pm  
No cost

Burnaby Police Dept.  
6355 Deer Lake Avenue  
Hours 8:00 am – 8:00 pm  
No cost

West Vancouver Police Dept.  
1330 Marine Drive  
Open 24 hours  
Cost - \$ 22 – exact cash only  
CapChurch will gladly reimburse you for this expense.

Vancouver Police Dept.  
312 Main Street  
Hours 8:00 am – 5:30 pm  
Monday to Friday  
No cost  
\*\*please bring a self-addressed stamped envelope (940 West 16th Street, North Vancouver, BC V7P 1R3 Common Good).

Thank you and God bless!!

Natalie Siewert

Minister to Families and Children

**Capilano Christian Community**  
940 West 16th Street, North Vancouver, BC V7P 1R3

January 4, 2006

To Whom It May Concern:

Re: Capilano Christian Community Church; Criminal Record Check  
for \_\_\_\_\_.

Capilano Christian Community is an independent, nondenominational church that meets each Sunday morning at the Lucas Center, 2132 Hamilton Avenue, North Vancouver. Our congregation has between 225 and 300 regular Sunday worshippers. We run a full Sunday School program with approximately 75 children ranging in age from babies to senior high youth.

We require all our volunteers to obtain a Criminal Record Check as they are in positions of authority with children. Please ensure that a Level 2 Check is conducted (records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges of which the RCMP are aware or which are indicated with the Investigative Data bank of CPIC). If required, the mailing address to which the completed check should be sent is:

Capilano Christian Community  
Common Good  
940 West 16<sup>th</sup> Street  
North Vancouver, BC  
V7P 1R3

Should you have any questions, please contact our office at 604-980-8997.

Sincerely,

Natalie Siewert  
Minister to Families and Children  
Capilano Christian Community