



Ministry Application

FOR LEADERS AND VOLUNTEERS

*THIS DOCUMENT IS USED FOR SCREENING PURPOSES AND WILL
REMAIN CONFIDENTIAL UNLESS DISCLOSURE IS REQUIRED BY LAW*

Thank you for your willingness to serve Christ here at Grace Immanuel Bible Church. It is an undeserved privilege and joy to labor for the growth of the body unto the glory of Lord. Seeing saints willing to use their time and talents in the children's ministry is an encouragement and delight to our entire church family. My prayer is that, as you pour yourselves into ministry, God 'would grant you, according to the riches of His glory, to be strengthened with power through His Spirit in the inner man, so that Christ may dwell in your hearts through faith' (Ephesians 3:16-17).

Making sure that our children's ministry is safe and that those serving in the ministry are qualified is an important responsibility. Attached you will find several forms which must be completed and on file for anyone working with the children at GIBC. These forms aid the leadership in their efforts to be faithful with this responsibility. Upon receipt of the forms they will be reviewed by church leadership and the applicant will be notified by the respective ministry leaders when they are free to serve.

Please read each form carefully, complete each page as thoroughly as possible, and be sure to sign all the forms. Remove the last three pages for your files and review them often to ensure compliance with all policies. Please return pages 1-12 as soon as possible. All forms will be kept in a secure file for any future ministries you may become involved with at GIBC

If you have any questions or concerns, please feel free to contact me at 561.746.4617. Thank you again for your willingness to play a role in an important part of the body life at GIBC, and for your prompt attention to this matter.

Sincerely,

Jay Pitts
Church Administrator

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GENERAL INFORMATION

NAME: _____ **TODAY'S DATE** ___/___/___
 LAST FIRST MIDDLE

ADDRESS: _____
 STREET CITY STATE ZIP CODE

HOME/CELL PHONE: _____ **EMAIL:** _____

OCCUPATION: _____ **BIRTHDATE:** ___/___/___

MARITAL STATUS: _____ **ANNIVERSARY:** ___/___/___

SPOUSE'S NAME: _____ **BIRTHDAY:** ___/___/___

CHILDREN: (list only children living at home)

Name	Gender	Birthdate (m/d/yyyy)	Age/Grade

PLACE OF SERVICE

CIRCLE ALL THAT APPLY:

NURSERY

WOMEN'S MINISTRY

MEN'S MINISTRY

CHILDREN'S MINISTRY

FELLOWSHIP GROUPS

BIBLE STUDIES

STUDENT MINISTRIES

COLLEGE/CAREER

VBS

KIDS 4 TRUTH

OTHER _____

BACKGROUND INFORMATION

ARE YOU A BORN-AGAIN BELIEVER? _____ HOW LONG? _____

SUMMARIZE YOUR SALVATION EXPERIENCE AND TESTIMONY: _____

HAVE YOU EVER BEEN DISCIPLED? _____ BY WHOM? _____

HAVE YOU EVER DISCIPLED ANYONE? _____ WHOM? _____

ARE YOU A MEMBER OF GIBC? _____ HOW LONG? _____ HOW LONG HAVE YOU BEEN ATTENDING? _____

ARE YOU INVOLVED IN AN ADULT FELLOWSHIP GROUP (SUNDAY SCHOOL, HOME STUDIES, WOMEN'S GROUPS, MEN'S GROUPS, ETC...) _____ WHICH ONE(S) _____

DO YOU UNDERSTAND AND AGREE WITH THE DOCTRINAL STATEMENT OF GIBC? ____ IF NO, PLEASE EXPLAIN: _____

HAVE YOU EVER BEEN ACCUSED OR CONVICTED OF A CRIME? _____ IF YES, PLEASE EXPLAIN: _____

(ONLY ANSWER THIS QUESTION IF YOU WILL BE WORKING WITH CHILDREN BIRTH TO 18 YRS. OLD)
IS THERE ANYTHING IN YOUR BACKGROUND, THAT WOULD DISQUALIFY YOU FROM WORKING WITH CHILDREN (CHILD ABUSE, COMMUNICABLE DISEASES, ETC...)? IF YES, PLEASE EXPLAIN: _____

MINISTRY EXPERIENCE

ARE THERE ANY HABITUAL SINS IN YOUR LIFE WHICH WOULD BE AN EMBARRASSMENT TO JESUS CHRIST AS WELL AS THIS MINISTRY (SEXUAL IMMORALITY, PORNOGRAPHIC ADDICTION, SUBSTANCE ABUSE, ILLEGAL ACTIVITY, ETC...)? IF YES, PLEASE EXPLAIN: _____

PLEASE LIST AND DESCRIBE ANY PREVIOUS EXPERIENCE WORKING WITH CHILDREN AND/OR ADULTS: _____

WHAT GIFTS AND TALENTS DO YOU HAVE THAT WOULD BE USEFUL IN MINISTRY? _____

WHAT FRUIT DO YOU HOPE TO SEE AS A RESULT OF YOUR MINISTRY? _____

WHAT DO YOU HOPE TO LEARN BY MINISTERING TO OTHERS? _____

WHAT DO YOU LIKE BEST ABOUT SERVING WITH OTHERS? _____

WHAT IS YOUR MOTIVATION FOR SERVING IN THIS MINISTRY? _____

MINISTRY EXPERIENCE
(CONTINUED)

IN WHAT OTHER MINISTRIES ARE YOU CURRENTLY SERVING? _____

HOW WOULD YOU DESCRIBE YOUR WORKING STYLE? (FLEXIBLE, ASSERTIVE, SUBMISSIVE, TEACHABLE, UP-FRONT, ETC...) _____

DESCRIBE YOUR PERSONALITY: _____

DESCRIBE YOUR GREATEST STRENGTH: _____

DESCRIBE YOUR GREATEST WEAKNESS: _____

DESCRIBE WHAT YOU DO AT WORK: _____

WHAT STRUGGLES HAVE YOU FACED OR DO YOU ANTICIPATE IN MINISTERING: _____

POLICY FOR REDUCING THE RISK OF CHILD ABUSE

(Signature Page – Do Not Remove)

I. Purpose

Due to the increase of sexual molestation accusations occurring in churches, this policy has been enacted at GIBC. We have six major objectives in establishing this policy:

1. Make our church a safe place for children.
2. Lower our church's legal risk by establishing a program that meets the test of reasonable care.
3. To protect the workers of our church from false allegations of abuse.
4. Establish a procedure to deal with allegations if they were to occur.
5. Comply with guidelines recommended by our liability insurance provider.
6. Design a program that meets the above goals while maintaining the integrity of church programs and staffing needs.

II. Policy Adherence

The following people are required to adhere to this policy:

- Staff personnel and all regularly paid employees;
- Elders;
- Deacons;
- The Nursery Director, all Coordinators, and Nursery Workers;
- All preschool, grade school, and youth Sunday School teachers and helpers;
- All Wednesday night nursery, children, and youth teachers and helpers;
- All Vacation Bible School (VBS) volunteers;
- All Bible Study nursery and childcare workers;
- All chaperons of children and youth outings and overnight activities; and
- Any other adult who works with children under the age of 18, at any GIBC sponsored function.

III. Agreement

All the above people listed in **Section II** above will agree to the following:

- Pray for the safety of our children and our church on a regular basis;
- Complete and submit a **Ministry Application for Leaders and Volunteers**, including signed acknowledgment pages for the *Policy for Reducing the Risk of Child Abuse* and *Rules for Volunteers and Staff Working With Children Under the Age of 18*, and a completed and signed release allowing us *Authorization for Criminal Records Check* (this is to be renewed every 2 years);
- Attend all informational meetings that relate to this issue; and
- All paid employees (anyone receiving regular income from GIBC) and volunteers may be asked at any time to agree to a criminal record check, fingerprinting as recommended by the Florida Department of Law Enforcement, our liability insurance provider and the Christian Law Association.

I have completely read, and agree to comply with, the above policy set forth by Grace Immanuel Bible Church.

Signature: _____ Date: _____

Please Print Name: _____

**RULES FOR VOLUNTEERS AND STAFF
WORKING WITH CHILDREN UNDER THE AGE OF 18
(Signature Page – Do Not Remove)**

These rules have been enacted in order to provide the safest environment for our children, to comply with liability insurance recommendations, and to protect the volunteers and the church from litigation in case an alleged incident was to happen. Praise God for His protection over our workers and children. These are precautionary measures we must take in order to exercise "reasonable care" in insuring for the safety of God's children who are entrusted to our care.

1. You are not to act as the child's "friend" in a children's friendship manner. You are his or her teacher and/or supervisor. You must always maintain your proper respect and authority status and act accordingly. This does not mean you cannot act friendly, but it does mean that you, at all times, act with the respect and dignity that is befitting your position of ministry.
2. As much as possible, no person should ever be alone with a child (at church, a trip, or in a car). If at all possible, always try to have at least one other adult present. The "buddy system" will help prevent most abuse or alleged abuse situations.
3. Church workers should never have their students or other students stay at their homes overnight. (This does not include children of worker's friends).
4. Church nursery workers who deal with diapers should adhere to the following procedures:
 - Always endeavor to wear rubber gloves.
 - Never apply lotion or powder.
 - A cloth or wipe should always be between you and the child.
5. Men should never change diapers or be alone in the Nursery area.
6. If possible, avoid assisting a child age 4 or older who has wet or soiled his or her clothes. Endeavor to instruct him or her on how to clean himself or herself without your direct assistance (as frustrating as that may be). You may hand him or her what he or she needs, but do not directly clean or wash the child. If the child is unable to clean himself or herself, contact the parent.
7. Avoid helping a young child with his or her zipper or pants/skirt. Have a large T-shirt available for them to wear to cover such problems, but do not touch the child's body.
8. Do everything you can to inform the parents about their child's activities at GIBC. Remember the children are the parent's responsibility. You cannot assume the responsibilities of the parent even if the parent(s) are not treating the child as well as you feel they should. Report to the parent any incident involving their child, and summarize the discussion in your Class Incident Report. **ALWAYS TAKE ATTENDANCE AND COMPLETE THE INCIDENT REPORTS WHICH ARE IN YOUR FOLDERS.**
9. Report any suspicions of abuse (an incident at church or suspected parental abuse) to the Children's Ministries Pastor or any elder.
10. A person should never touch a child in an inappropriate manner.
11. Workers should avoid letting school aged children sit on their lap.
12. Anyone with a careless driving record, or a DUI, will not and shall not be allowed to drive in church car pools.
13. All church outings and transportation must be approved by the Church Administrator.
14. If adult supervision is not adequate for the appropriate age group, the activity will be cancelled.

Signature: _____ Date: _____

Please Print Name: _____

GRACE IMMANUEL BIBLE CHURCH

Teacher Policy

(Signature Page – Do Not Remove)

Realizing the importance, privilege and responsibility of the teaching ministry of Grace Immanuel Bible Church, teachers of all age divisions shall agree to the following requirements of Faith and Practice.

Faith:

1. Have accepted Jesus Christ as their personal Lord and Savior (John 1:12).
2. Have been baptized as a believer in Jesus Christ, and is an active member of this church (Acts 2:41-42).
3. Believe the Bible to be the inspired Word of God (2 Peter 1:20-21).
4. Believe teachers should be "an example of the believers, in word, in conversation, in love, in spirit, in faith, in purity-giving attention to reading, to exhortation, to doctrine; for in doing this they shall both save themselves, and them that hear thee" (I Timothy 4:12-16).

Practice:

1. Regularly attend, and urge members of their class to be present at the Sunday morning, Sunday evening, and special all-church services, realizing that the Sunday School and church are inseparable (Hebrews 10:24-25).
2. Be faithful in attendance, arriving at least ten minutes early to welcome each pupil as he arrives. If at any time through some unavoidable circumstance a teacher is unable to be present, he/she will notify the responsible Elder or Pastor of Christian Education as far in advance as possible (I Corinthians 4:2).
3. Carefully prepare the lessons and make each class session a matter of earnest prayer.
4. Have as their highest aim to help the class members find Jesus Christ as their personal Savior, to publicly confess Him, and to grow in grace and knowledge in the Lord (Psalms 126:6).
5. Visit prospects and visitors and be responsible for the absentees in their class, calling upon them in person if possible, or getting in touch with them in some other way to learn the reason for their absence (Luke 15:4-6).
6. Teach from the Word of God, using curriculum approved by the Board of Elders, teaching in accord with the distinctive doctrinal principles held by our church (Hebrews 4:12).
7. Work out and follow a plan for personal growth as a teacher by including whatever opportunities are offered by the church, such as teachers' training classes and teachers' meetings (2 Timothy 2:15).
8. Cooperate with all fellow workers, serving for the greatest good of our church (Ephesians 4:1-3).
9. Be accountable, as established by Scripture, to the Elder and/or Pastor appointed to them.

Signature: _____ Date: _____

Please Print Name: _____

AUTHORIZATION FOR CRIMINAL RECORDS CHECK
(Signature Page – Do Not Remove)

Please make sure information is correctly and legibly listed

I hereby give my permission for Grace Immanuel Bible Church to obtain information pertaining to any charges and/or convictions I may have had for federal and state criminal law violations. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with Grace Immanuel Bible Church. I also understand that as long as I remain an employee of Grace Immanuel Bible Church, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Grace Immanuel Bible Church, and each of their officers, directors, employees and agents harmless from and against any and all cause of actions, 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 an employee or volunteer.

Please Print Name exactly as it appears on your driver's license:

NAME: _____
FIRST MIDDLE LAST MAIDEN (if applicable)

ADDRESS: _____
STREET CITY STATE ZIP CODE

HOME PHONE: _____ MOBILE PHONE: _____

_____/_____/_____
DRIVERS LICENSE NUMBER STATE ISSUED DATE OF BIRTH SOCIAL SECURITY NUMBER

PLEASE PRINT ALL ALIASES, IF APPLICABLE

Signature: _____ Date: _____

IMPORTANT— Please do not leave any lines blank.

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