



## APPENDIX 1 - MINISTRY PERSONNEL APPLICATION FORM FOR ADULTS (18 YEARS OF AGE & OLDER) WORKING WITH CHILDREN, YOUTH AND VULNERABLE ADULTS

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children, youth and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership.

### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

### Personal History

Occupation and/or Employer

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Hobbies, Interests or Skills

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**Spiritual History**

How long have you attended EastRidge Evangelical Missionary Church? \_\_\_\_\_

Do you regularly attend (2 or more services a month)?  Yes  No

Are you a member of the Church?  Yes  No

Have you been baptized?  Yes  No

In a brief paragraph, please outline your spiritual journey (how you came to know Christ as Saviour and what you are currently doing to grow in your relationship with Him).

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

List any gifts, training, education or other qualifications that have prepared you to minister with children, youth and vulnerable adults.

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

**Ministry Information**

Churches I attended in the last five years are as follows:

1. Name of Church \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Member or Adherent \_\_\_\_\_

2. Name of Church \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
Dates Attended \_\_\_\_\_ Member or Adherent \_\_\_\_\_

My present and previous ministry experience is as follows:

- 1. Name of Church/Organization \_\_\_\_\_  
Dates and Description of Ministry \_\_\_\_\_  
Pastor or Ministry Supervisor \_\_\_\_\_ E-mail \_\_\_\_\_
- 2. Name of Church/Organization \_\_\_\_\_  
Dates and Description of Ministry \_\_\_\_\_  
Pastor or Ministry Supervisor \_\_\_\_\_ E-mail \_\_\_\_\_

**Confidential Information**

In order to provide a safe and secure environment for our children, youth and vulnerable adults, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by church leadership and the Abuse Prevention team. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you in advance for your understanding.

Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children, youth and vulnerable adults?(e.g. pornography, use of illegal substances, etc.)  Yes  No

Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted? (Note: this does not include minor traffic violations) If yes, please list offence(s) and the date(s) of conviction:  Yes  No

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

Have you ever been convicted for the use or sale of illegal drugs?  Yes  No

Have you ever been through treatment for alcohol or substance abuse?  Yes  No

Have you ever been arrested or convicted for any abuse related crimes?  Yes  No

**Appendix 1**

Have you been investigated by any Child Welfare Agency for suspected child abuse?  Yes  No

Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving children, youth or vulnerable adults?  Yes  No

Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving any person?  Yes  No

Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization?  Yes  No

Have you ever been the subject of any disciplinary action (including discharge) or investigation by a church, religious or other organization, or by an employer?  Yes  No

Do you have any health concerns which could impact your ability to perform the functions of the volunteer position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied)  Yes  No

Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at the Church?  Yes  No

If you have answered yes to any of the above questions, please explain.

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**References**

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church. Please notify each reference that you are submitting their name for contact.

1. Name of Reference \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

3. Name of Reference \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_



## Release of Information and Declaration of Intent

I hereby give the church permission to contact persons named by me above as references and contact persons at my current and former employers to gather information in order for the Church to decide whether I am suitable for volunteer ministry.

I hereby give the church consent to verify the information provided by me in this Ministry Personnel Application Form and to contact the references and current and former employers listed above and to obtain and verify any information from them (and any other persons that the Church determines might be able to provide relevant information) that may be relevant to my application.

I grant my permission for the church to perform a police records check on me, and I will sign and return the attached "Release of Information and Declaration of Intent" for such purpose.

I further grant the church permission to perform an internet search on me and to review and consider any information found about me on the Internet.

I understand that if the church approves my volunteer application and later determines, in its discretion, at any time that I am not suitable for volunteer service in the church or for the volunteer position for which I am applying, the church may terminate my volunteer service or volunteer position for any reason without advance notice.

If the church approves my application for a volunteer position, I will sign any documents that the church requires and will at all times cooperate fully with the staff of the church in the fulfillment of my duties and will keep all confidential information I encounter in my role as a volunteer, confidential.

If at any time I determine that for any reason I am unable to support or adhere to or follow the policies, procedures or doctrine of the church, I will inform the church and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Ministry Personnel Application Form is true and correct.

Signature of Applicant \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date(d/m/y) \_\_\_\_\_

Signature of Parent/Guardian if applicant under 18 years of age

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date(d/m/y) \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date(d/m/y) \_\_\_\_\_

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with children, youth and vulnerable adults. The information gathered here will be used for the purposes of supporting the ministries at EastRidge Evangelical Missionary Church.



## Statement of Faith, Beliefs and Lifestyle Statement

### OUR VISION

- Be a place where people will encounter Jesus.
- Use our facility for the benefit of our neighbourhood.
- Engage the needs of our community through outreach and partnerships.

### OUR MISSION

#### **A Faithful Community – All on Mission with God:**

Vibrant in Love  
Intentional in Growth  
Active in Service

Our plan is to be a faithful community of Christ-followers - all on mission with God where we live, work and play; connecting people around us with the truth and transformation found in Jesus Christ alone. We will stay on mission with God by creating...

- a vibrant church family united around our growing love for God, one another and our neighbours – excited about sharing the love of Christ with others.
- an intentional culture of growth, developing followers of Christ who are transformed and empowered by the Presence and Word of God.
- an active community, equipped with a servant's heart, actively serving others in a generous, creative, spontaneous, joyful and selfless manner.

### OUR GOALS/EXPECTATIONS

In order to be a faithful community – all on mission with God - we will follow clear goals and expectations for every believer who calls EastRidge their home.

#### **To Be Vibrant in love:**

We will love God by nurturing a growing relationship with Him.

We will love one another by helping believers connect with one another relationally at increasingly deeper levels.

We will love our neighbour by taking an incarnational approach to our community.

### **To Be Intentional in Growth:**

We will develop an intentional approach to growing transformed disciples of Jesus Christ for every age group.

We will offer opportunities for growth in large settings, in small group settings and in mentoring or coaching situations.

We will equip believers to serve the people in their world – at work, at home, at play, and in their local and global neighbourhoods.

### **To Be Active in Service:**

We will become an equipping church – investing in believers lives as we encourage, train, empower and release them for ministry.

We will enable people of every age - children, teens and adults – to love, evangelize, disciple and serve.

## **OUR CORE VALUES**

These values outline the character traits and principles that we work towards our vision statements in. These values become the 'how' we seek to live out this calling.

- Generosity
  - Am I compassionate?
  - Am I blessing others?
  - Am I caring for others' needs?
- Excellence
  - Am I aiming for better?
  - Am I settling for less?
- Integrity
  - Am I accountable when no one is watching?
  - Am I truthful with respect for others?
- Influential
  - Am I living like Jesus?
  - Am I sharing my story?
- Community
  - Am I engaged in relationships?
  - Am I striving to be authentic?

## **OUR STATEMENT OF FAITH**

- a) We believe the Bible is without error in its original manuscripts and that is the inspired infallible, authoritative Word of God for faith and life.
- b) We believe there is one (1) God, eternally existent in three (3) persons: Father, Son and Holy Spirit.
- c) We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the Father, and in His personal return in power and glory.
- d) We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.



- e) We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to be a transformed life.
- f) We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of the eternal condemnation.
- g) We believe in the spiritual unity of all believers in our Lord Jesus Christ.

## Lifestyle Statement

### Preamble

It is imperative for all individuals serving in ministry at EastRidge Evangelical Missionary Church to be desirous of, and strive to model a lifestyle based on the teachings of the Bible and which emulates the example given by our Lord and Saviour, Jesus Christ.

### Lifestyle Requirements

- Must be a believer and know the Lord Jesus Christ as their own personal saviour (Romans 10:9: "If you confess with your mouth "Jesus is Lord" and believe in your heart that God raised him from the dead, you will be saved.")
- Must be pursuing ongoing development of Christ likeness in their daily lives (Ephesians 4:17-31, Colossians 3)
- Must be committed to ongoing development of personal biblical understanding and daily devotions (1 Peter 2:2, 2 Timothy 3:16)
- To be a committed church member or adherent, subject to the requirements of individual ministry
- To have read, have an understanding of, and agree to comply with SMC's statements of faith and Core Values (source: SMC's General Operating By-Law Number 1 document dated June 5, 1999)
- Must have a lifestyle of moral, personal and sexual purity (Romans 1:18-32, 1 Timothy 3, Ephesians 5:22-32, Ephesians 6:1-4, Hebrews 13:4, 1 Corinthians 6:12-20)
- To have an acceptable level of maturity as a Christian believer (1 Timothy 3:6)
- An understanding of their skills, abilities, and spiritual gifts (Romans 12:6-8, 1 Corinthians 12)
- To have a desire to serve for the sole interest of others (Philippians 2: 3, 4)
- Trustworthy character (Daniel 6:4, Galatians 6:9, 10)
- Honest (Proverbs 12:17)
- An ability to love and accept others with sincerity (Romans 12: 9-21)
- A lifestyle that conveys a consistent, Christian example (Colossians 3: 1-17)
- Willingness to accept constructive criticism where appropriate
- Slow to anger (James 1: 19, 20)
- Will be a team player in a caring and approachable manner (Titus 1: 7-9)
- To live in harmony and peace within their community (Mark 9:50, 1 Peter 3:8)
- To speak the truth always (Leviticus 19:1, Colossians 3:9)

I support and will adhere to the Statement of Faith, Beliefs and Lifestyle Statement.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Signature \_\_\_\_\_ Date(d/m/y) \_\_\_\_\_



## MINISTRY PERSONNEL AGREEMENT AND COVENANT OF CARE FORM

I (Name of Volunteer) \_\_\_\_\_ have read, understand and agree to comply with all the abuse prevention policies and procedures of EastRidge Evangelical Missionary Church to protect the health and safety of children, youth and vulnerable adults at all times.

I also acknowledge the paramount importance of safeguarding in all respects all of those to whom we minister especially children youth and vulnerable adults by:

- Following all of the directives of the policies;
- Complying with the information given in my training orientation;
- Using appropriate language;
- Showing no bias on account of race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap)  
and
- Respecting confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, in which case I will notify the police or other appropriate civil authority and a Pastor or his designate.

Signature \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date (d/m/y) \_\_\_\_\_



## CONFIDENTIALITY AGREEMENT

*Note: it is recommended that a confidentiality statement be signed by all employees and volunteers - whether that clause is in their employment agreement or in a separate confidentiality agreement.*

I understand that I will obtain or have access to sensitive and confidential information in my role as an [employee / volunteer] with EastRidge Evangelical Missionary Church. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by EastRidge Evangelical Missionary Church including information in relation to donations, personal or family matters, or obtained from background screening of prospective employees or volunteers. I agree to maintain strict confidentiality of all such confidential information and I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted, or my spouse or family members) except authorized representatives of EastRidge Evangelical Missionary Church who need to know such information or as required by law. I understand and agree that confidentiality is very important in my role and critical to the effective functioning of EastRidge Evangelical Missionary Church. If I become aware that any confidential information was improperly disclosed, I will immediately advise a member of the pastoral team, or if unavailable, the Chair of the Elder Pastoral Team of EastRidge Evangelical Missionary Church.

Signature \_\_\_\_\_ Date(d/m/y) \_\_\_\_\_

Printed Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date(d/m/y) \_\_\_\_\_

Printed Witness Last Name \_\_\_\_\_ First Name \_\_\_\_\_