



## PART I

### Children's Ministry Application

The Children's Ministry at City Church (a.k.a. City Kids) is looking for individuals who have a strong commitment to and faith in Jesus Christ. You do not have to be a professional childcare worker to serve as a part of our growing team. Participation in the Children's Ministry is a commitment to God and the body of Christ (or the Church).

We purpose to Love, Build, and Lead City Kids by:

- Increasing their knowledge about who God is (LOVE)
- Providing them with strategies to grow and advance as individuals (BUILD)
- Encouraging them to serve the community and love others through healthy relationships (LEAD)

Please pray and read the information provided in this application packet. The questions are designed to give us information about you and to give you information about this ministry (including City Church). The information provided will also help us to provide a safe and secure environment for the children who participate in our programs and use our facilities.

In order to be organized and adequately prepared, please participate in the following:

- Complete the "Ministry Application" form and return it to the church office (designated box)
- Complete a brief interview with the Children's Pastor (or their assistant)
- After your application is approved
  - attend a Children's Ministry Orientation meeting
  - complete Evaluation form(s) assigned to your team position
- We will be taking your photo and running a background check as part of the application process

### **PLEASE KEEP THIS COVER SHEET FOR YOUR RECORDS**

#### **TEENS**

In order to serve in the Children's Ministry, you must be at least 12 years of age or in the 6<sup>th</sup> grade. In addition, teens must sign a commitment form and have a Parent or Guardian sign the consent.

## **Children's Ministry – MORAL/ETHICAL Responsibilities / Requirements**

**Keep this cover sheet for your records (a copy will be included in your file)**

### **Spiritual Growth**

- Your personal relationship with Jesus should be the highest priority in your life and kept with utmost diligence by regular Bible reading, prayer, and fellowship with City Church.
- You are expected to be regularly attending one worship service per week at City Church.
- You must have started the BUILD series prior to working in the Children's Ministry and must complete the series within 4 months of your tenure on the team.

### **To Be Equipped / Edified**

- You must attend the Children's Ministry Orientation meeting prior to involvement in the ministry.
- You must read and agree to the Children's Ministry contract.
- Please plan to attend Children's Ministry fellowship gatherings and training opportunities that are available throughout the year.
- You are encouraged to support, through prayer and fellowship, the children and the other Children's Ministry volunteers.
- Communicate with your ministry team (especially the leader) during the week to plan and pray for the team (including the classes).

### **To Be A Positive Example: As a Minister to the Children...**

- ...you have the responsibility of representing Christ; therefore we expect that you will live out your example with the highest of Christian conduct.
- ...you will be expected to abstain from: all substance use (alcohol and drugs), cohabitation (living in the same dwelling as your partner), fornication, or adultery.
- ...your speech should be edifying. Gossip (sharing someone else's negative news without their permission), slander, belittling, sarcasm (making a joke out of everything), lying, and cursing are not acceptable (Ephesians 4:29-31).
- ...your appearance reflects you as an individual as well as City Church. Although City Church is known for our "casual" atmosphere, we expect you to take pride in your appearance and to strive to have a positive image when representing the church and the Lord. We ask that clothing be modest (no cleavage for women; no shorts above the thighs or tight pants for men or women), clean, and appropriate. We should never dress in a manner to draw attention to ourselves, or that may cause someone to stumble in their Christian walk.
- ...you should be committed to your ministry as described in I Tim. 4:15-16 and Colossians 3:23.

### **Appropriate and Inappropriate Touch**

#### *Appropriate:*

- An arm around the shoulder
- Walking hand in hand (piggy-back riding is acceptable if given parental approval)
- Short congratulatory or greeting hugs
- A brief, assuring pat on the back or shoulder
- Handshake or high fives

#### *Inappropriate:*

- Never grab a child in anger or while you are disgusted by a behavior (or situation)
- Never touch a child in any manner that may be construed as sexually suggestive
- Never touch a child between the belly button and the ankle shin
- Never touch a child's sexual organs (unless you have been approved to change a diaper)

**CHILDREN'S MINISTRY IN-TAKE DATA FORM**  
(Fold the remaining pages & place in the **In-Take Team** Drop Box)

PART II

**A. GENERAL INFORMATION:**

Name: \_\_\_\_\_ Nickname (if preferred): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Email: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

**B. PERSONAL INFORMATION:**

1. Do you have any health limitations?    \_\_\_ Yes    \_\_\_ No  
If yes, please describe: \_\_\_\_\_

2. Have you ever been convicted of committing a crime? \_\_\_ Yes \_\_\_ No

3. As part of your application, all potential volunteers are subject to a background check. Will you agree to a Background Check? \_\_\_ Yes \_\_\_ No

4. In terms of the **BUILD** class, which applies to you?  
\_\_\_ I am currently attending    \_\_\_ I have completed the series    \_\_\_ I will be starting

5. Have you ever attended an **Encounter** at City Church? \_\_\_ Yes \_\_\_ Not Yet

6. Provide a brief (perhaps 4-8 sentences) explanation of why you want to join the Children's Ministry:

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## CHILDREN'S MINISTRY IN-TAKE DATA FORM

(This form will be kept in a locked drawer)

### PART II

#### C. SPIRITUAL INFORMATION:

1. Is City Church your home church? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what services do you attend? \_\_\_\_\_

If yes, how long have you attended? \_\_\_\_\_

If no, where do you attend? \_\_\_\_\_

2. Please list any life groups or teams that you are involved with at City Church: \_\_\_\_\_
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3. Are you a leader of any small group or ministry at City Church? \_\_\_\_\_

4. Do you serve in any volunteer or leadership role in any organization outside of City Church?

If yes, please describe: \_\_\_\_\_

5. Please provide the names and phone numbers of two people (other than family members) who can provide a reference: they know you and know something about your spiritual walk.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Briefly state your beliefs on the following. This is not a test of your Bible knowledge, but we do want to know what you believe regarding these key doctrines.**

1. Do you believe that the Bible (Old & New Testaments) is the inspired, infallible word of God?
2. How do you know that you are saved?
3. Why should a person be baptized?
4. Why is the resurrection of Christ important?
5. Briefly describe your devotional life.

## CHILDREN'S MINISTRY IN-TAKE DATA FORM

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### PART III

Date \_\_\_\_\_

After reviewing the flow chart with team descriptions included, please rank your choices as 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc...as many as you like:

#### I am willing to serve in the following capacities:

- \_\_\_ Intake
- \_\_\_ Scheduling
- \_\_\_ Security
- \_\_\_ Media
- \_\_\_ Special Events
- \_\_\_ Parent Advisory
- \_\_\_ Teacher
- \_\_\_ Substitute
- \_\_\_ Assistant
- \_\_\_ Floater
- \_\_\_ Supervisor

#### I am willing to serve in the following:

- \_\_\_ Saturday, 6pm service
- \_\_\_ Sunday, 9am service
- \_\_\_ Sunday, 11:30am service
- \_\_\_ Childcare for special events
- \_\_\_ Other (Community events)
- \_\_\_ Other (Easter, Halloween)

#### I am willing to serve the following ages:

- \_\_\_ Nursery (infants – age 3)
- \_\_\_ Preschool (ages 3 – kindergarten)
- \_\_\_ Elementary/Middle (ages 6-12)

#### I am willing to serve for the following time frame:

A Full Year:

\_\_\_\_\_ Date scheduled

½ Year:

\_\_\_ January – June    \_\_\_ (year)  
\_\_\_ July – December    \_\_\_ (year)

Other: \_\_\_\_\_ to \_\_\_\_\_

Summer:

\_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_  
Month                      Month                      Year

**CONTRACT**

(This form will be kept in a locked drawer)

PART IV

**Part A - Consent and Waiver:**

I authorize any references listed in the application to give you any information that they have regarding my character and fitness for service. I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including recorded custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

My signature below indicates that I have read, understand, and agree to the information in this application and I will comply with all guidelines and requirements for me to serve in the Children’s Ministry at City Church, Bloomington, IN.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**I understand that if I am found in violation of the moral/ethical contract [pg. 2 of this document] as determined by the Senior Pastors, that I may be:**

1. asked to schedule a meeting with any or all parties involved (team leader, pastoral leader, senior pastors); and/or
2. removed from my position on the team (time frame to be determined by senior pastors) until further notice; and/or
3. required to re-start the application process, taking into account recent history.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACT**

(This form will be kept in a locked drawer)

PART IV

**Part B – Consent and Waiver:**

In consideration of my role with City Church, Bloomington, IN, its affiliates, integrated auxiliaries and supporting organizations, hereinafter “City Church” and recognizing the importance of my character being above reproach, **I HEREBY CONSENT TO THE FOLLOWING:**

Allowing City Church to screen me through the Indiana Department of Law Enforcement or any other national, state, county, municipal agency, or private firm for the purpose of accessing and reviewing Indiana and national criminal history records, driving records, references, and/or any other historical or background records pertaining to me. This consent also authorizes all re-screening as deemed necessary by City Church.

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**I HEREBY WAIVE, RELEASE, AND HOLD HARMLESS FROM LIABILITY** City Church, its staff, employees, volunteers, and agents with regard to any decision that it makes on my application for involvement with City Church based on the information I provide or that is obtained through the criminal history and background screening process.

**I CONSENT** to a copy of this Consent and Waiver Form being furnished to any reference that I have provided to City Church and to any other person, organization, or entity that City Church deems necessary in connection with its investigation of my background, character, or qualifications.

1. Have you even been found guilty of any crime?  Yes  No
2. Have you ever been accused or charged with a crime or incident involving a child, the elderly, or the disabled?  Yes  No
3. Have you ever struggled with any sin (ex: pornography) involving a child, the elderly, or the disabled?  Yes  No
4. Have you even been charged with misconduct at any of your workplaces?  Yes  No
5. Have you ever been accused of improper conduct as a volunteer?  Yes  No
6. Is there any other information that will be revealed through a background check?  Yes  No

**If you answered “Yes” to any of the questions above, please provide a written explanation on a separate sheet of paper and attach it to this form.**

Please be prepared to discuss your answers with a pastor. By signing below I agree to immediately inform City Church of any subsequent information, including accusations, convictions, or other occurrences that relate to the areas of inquiry set forth above if they occur during the time frame of my contract. Please **attach a copy of your driver’s license** (or state I.D.).

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

Date of Birth: \_\_\_\_\_ Race \_\_\_\_\_ Gender \_\_\_\_\_

Driver’s License # \_\_\_\_\_

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

**Thank you for your willingness to serve.**