

**BETHEL CHURCH, KINGSTON  
MINISTRY PERSONNEL APPLICATION FORM (ADULTS)  
FOR MINISTRY TO CHILDREN, YOUTH AND VULNERABLE ADULTS**

We desire to reduce the risk of abuse within our church ministries, and we believe this information is necessary to protect our Children, our Youth, and our Volunteers, and to effectively place our Volunteers in ministry positions. **It is a legal requirement that we keep these forms permanently.**  
Thank you in advance for your partnership.

**INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL.**

**Personal Information**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

**I am volunteering for:** \_\_\_\_\_

**Personal History**

Occupation and/or Employer

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

Hobbies, Interests or Skills

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

**Spiritual History** (NOTE: answering “no” to a question will not necessarily prevent you from serving)

How long have you attended Bethel Church? \_\_\_\_\_

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

Are you a member of Bethel Church? (i.e. have you been through the membership procedure with the Elders’ Council?)  Yes  No

Have you been baptized?  Yes  No

If not, are you willing to attend a baptismal class?  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).

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List any gifts, training, education or other qualifications that have prepared you to minister with Children, Youth and Vulnerable Adults.

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**Previous Ministry Information**

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

1. Name of Church \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_ Member or Adherent \_\_\_\_\_

2. Name of Church \_\_\_\_\_ Phone Number \_\_\_\_\_

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 \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

2. Name of Church/Organization \_\_\_\_\_

Dates and Description of Ministry \_\_\_\_\_

Pastor or Ministry Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

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. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily prevent your involvement in ministry. Thank you in advance for your understanding.

1. 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

2. Have you ever been accused of impropriety with Children, Youth and Vulnerable Adults?  Yes  No
3. Have you ever been convicted for the use or sale of illegal drugs?  Yes  No
4. Have you ever been through treatment for alcohol or substance abuse?  Yes  No
5. Have you ever been convicted of a criminal offense (excluding minor traffic violations)?  Yes  No
6. Have you ever been arrested or convicted for any abuse-related crimes?  Yes  No
7. Have you been investigated by a Child Welfare Agency for suspected child abuse?  Yes  No
8. 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
9. 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 Children, Youth and Vulnerable Adults?  Yes  No
10. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization?  Yes  No
11. 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
12. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric)  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.

1. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

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

2. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

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

3. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

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

### RELEASE OF INFORMATION AND DECLARATION OF INTENT

**I AM A NEW VOLUNTEER:** I hereby give Bethel Church permission to contact the persons named as previous church contacts or references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Bethel Church consent to verify the information I have provided. I waive any right to confidentiality and any right to pursue damages against Bethel Church for losses caused by the reference's responses.

I also grant my permission for Bethel Church to perform a police records check, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to

such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by this Bethel Church.

I understand that if my character or morals are deemed by Bethel Church leadership to be inappropriate and/or criminal at any time during my volunteer service, Bethel Church will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Bethel Church prior to, at, or following the date of volunteer service.

I understand that Bethel Church is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Bethel Church, I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I will attend Orientation Training for new volunteers and Refresher Training yearly.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct. I accept and agree to adhere to the Statement of Faith of Bethel Church below.

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

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Information received is confidential and is being gathered for the purposes of screening Program 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 Bethel Church.

## **STATEMENT OF FAITH AND BELIEFS**

### **WE BELIEVE**

that the Bible is God speaking in man's language and, in the original writings, is exactly as He gave it, word for word without any error whatsoever. It has been preserved by God to be the authoritative standard for every age and every life.

### **WE BELIEVE**

that God exists in three persons, the Father, Son and Holy Spirit, that these three are eternal and are one. We also believe that God is the sole Creator of the universe.

### **WE BELIEVE**

that Jesus Christ in the flesh was both God and man, that he was born of a virgin and that He lived a sinless life, in which He taught and did mighty works and signs exactly as revealed in the four gospels. We believe that He was crucified, dying as a penalty for our sins and was bodily raised from the dead on the third day as the Scriptures declare. Later, He ascended to heaven where He is Head of the Church and intercedes for believers. From there He will come again personally and bodily and visibly to this earth to set up an earthly kingdom, afterward to reign forever as King in His universe.

### **WE BELIEVE**

that all are sinners and are guilty before God, and as such are worthy of both physical and spiritual death.

### **WE BELIEVE**

that since in His death the Lord Jesus Christ satisfied all the demands of God's law, redeeming mankind by shedding His blood and assuming our curse, men and women can have a just standing before God. That is, they can become true Christians. The single basis for this standing is the death of Jesus Christ and an individual's personal faith in Him.

### **WE BELIEVE**

that salvation with its forgiveness of sins, includes the receiving of a new nature and the assurance of eternal life. It is entirely apart from good works such as baptism or church membership, but is purely by God's grace.

### **WE BELIEVE**

that a true believer cannot ever forfeit his standing with God. However, sin may interrupt the joy of his fellowship with God and bring the discipline of a loving Heavenly Father.

### **WE BELIEVE**

that the Holy Spirit is a person, that He is God and has all the attributes of God. We also believe that He lives in all believers and that by His ministry every Christian is made to be part of God's eternal family, is marked off as truly God's possession, and is specifically and uniquely gifted for Christian service. The Holy Spirit also fills or empowers the believer, in response to confession of sin and yieldedness, then He teaches and guides the believer for effective Christian service.

**WE BELIEVE**

that all genuine believers are part of the true Church, which in Scripture is referred to as the body of Christ, and that a local church is intended to be a visible expression of this body.

**WE BELIEVE**

that Christians who die, depart to be with Christ in conscious blessedness. Someday Jesus will come again to take away His living people from the earth. Then, all Christians will have glorified bodies similar to His resurrected body and share in His glory. They will reign with Him forever.

**WE BELIEVE**

that Satan is a person, the arch enemy of God and our defeated foe.

**WE BELIEVE**

that those who refuse the offer of God's gracious gift of salvation are doomed to suffer eternal conscious separation from Him.

## APPENDIX 4 - MINISTRY PERSONNEL AGREEMENT FORM AND COVENANT OF CARE

**NOTE: THE WITNESS SIGNING THIS AGREEMENT MUST SEE YOU SIGN IT.**

I (Name of Volunteer) \_\_\_\_\_ have read, understand and agree to comply with all of the *Plan to Protect*® policies and procedures of Bethel 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.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

### Bethel Church | Plan to Protect® Policy

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## APPENDIX 13 - GENERAL CONFIDENTIALITY AGREEMENT

**NOTE: THE WITNESS SIGNING THIS AGREEMENT MUST SEE YOU SIGN IT.**

In my role as an employee or volunteer with Bethel Church, I understand that I will obtain or have access to sensitive and confidential information. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by Bethel Church including information in relation to donations, personal or family matters, or obtained from background screening of prospective employees or volunteers. I also understand and agree that confidentiality is very important in my role and critical to the effective functioning of Bethel Church.

**I agree to maintain strict confidentiality of all such information:**

- I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted, or my spouse or family members), except to authorized representatives of Bethel Church who need to know such information, or as required by law;
- I also understand that my obligation *is an indefinite one* which will extend beyond my volunteer or employment period with the church.

If I become aware that any confidential information was improperly disclosed, I will immediately advise the Church Administrator of Bethel Church.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Witness Name \_\_\_\_\_

Signature \_\_\_\_\_

Last mod: 22 Aug 19

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