

**APPENDIX 1 - 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.**

**Date:** \_\_\_\_\_

**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 \_\_\_\_\_

**Bethel Church | Plan to Protect® Policy**

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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  
(TAKEN FROM SECTION 2 – BETHEL GENERAL OPERATING BY-LAW #1)**

**The Divine Authority and Inspiration of the Scriptures**

We believe in the divine inspiration of the Bible by the Holy Spirit as God's revelation to man, in its entire trustworthiness and supreme authority in all matters of faith and conduct. (2 Timothy 3:16, 17; 2 Peter 1:21; 1 Corinthians 2:13; Acts 1:16)

**The Trinity of God**

We believe that God eternally exists in three persons: the Father, the Son, and the Holy Spirit. These three are one God, having precisely the same nature, attributes and perfections. They are worthy of precisely the same homage, confidence and obedience. (Genesis 1:26; 3:22; John 1:1-4; Acts 5:34; Matthew 28:19,20; 2 Corinthians 13:14; Mark 12:29; Hebrews 1:1-3)

**The Deity of Jesus Christ**

We believe that Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, sacrificial death for us, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory. (Isaiah 7:14; Matthew 1:18-23; Luke 1:35; John 5:39; Acts 17:2-3, 18:28, 26:22-23, 28:23; Hebrews 4:15)

**The Deity and Mission of the Holy Spirit**

We believe that the Holy Spirit is a Divine Person, that He is God, and has all the attributes of God. He was sent by the Lord Jesus Christ to reveal Christ to the members of the Church, to live within them to enable them to serve Christ, to comfort, instruct, lead and build them up in Christ. He has also been sent to convict sinners of sin, to teach them of Christ's righteousness, and to warn them of coming judgment. (John 7:38-39, 14:16-17, 15:26, 16:13-15; Acts 1:8, 2:1-4)

**The Fall and Depravity of Mankind**

We believe that man and woman, originally created in the image and after the likeness of God, fell from their place in God's kingdom through willful disobedience. The consequences of that sin were the infliction of the penalty of death, loss of spiritual life, death in sin and subjection to Satan's power. Being spiritually dead, human nature is totally corrupt, and this depravity has been transmitted to the entire human race, except for Jesus Christ. Every person is in need of salvation through Christ's atonement, and regeneration by the Holy Spirit through the process of sanctification. (Genesis 1:26; 2:17; 6:5; Ephesians 2:1-3; Isaiah 64:6; 1 Timothy 5:6; 6:53; 1 John 3:8 Romans 5:12-19)

**Salvation by Grace Through Faith**

We believe that sinners are saved by God's grace through faith in Him alone. It is the gift of God to us, and not something that can be earned by our works. Salvation was paid for with the blood of Jesus Christ, who died in our place for our sin. Salvation includes the forgiveness of sins, the receiving of a new nature, and the guarantee of eternal life. (Acts 13:39; Ephesians 2:8-9; Romans 5:1; Titus 2:11-14)

### **Atonement by the Blood of Christ**

We believe that our redemption from sin and spiritual death has been accomplished solely by the cleansing blood of our Lord Jesus Christ. He is the only sacrifice acceptable to God, and is able to save every sinner who repents and receives Jesus as Saviour. (Leviticus 17:11; Matthew 26:28; John 1:12; Romans 5:6-9; 2 Corinthians 5:21; Galatians 3:13; Ephesians 1:7; 1 Peter 1:18-19, 2:24)

### **Sanctification**

We believe that members of the Body of Christ have been forever sanctified (set apart) to God through the redeeming blood of Christ. However, because believers retain their sinful nature, they are to grow in grace — an ongoing, transforming process whereby they are being changed by the power of the Holy Spirit through obedience to the Word into mature disciples and followers of Christ. (Galatians 5:16-25; Ephesians 4:22-24, 5:25-27; John 17:17-19; Hebrews 2:11, 10:10,13:12; Romans 15:16; 1 John 1:7-9; 1 Corinthians 6.9-11)

### **Baptism of the Holy Spirit**

We believe that on the day of Pentecost, the Holy Spirit came upon the gathering of believers, as promised by Christ, and they were collectively baptized into one body. This was the formation of the Church, the Body of Christ. Pentecost is a one-time, historical event. (Acts 2:1-4; Matthew 3:11; 1 Corinthians 12:13) Since that time, this baptism occurs individually at one's salvation, at which time the believer is also indwelt by the Spirit. (John 14:15-18; 1 Corinthians 3:16; Romans 8:9) We believe that the New Testament distinguishes between being indwelt by the Spirit, which is true of all believers, and being filled with the Spirit, which produces power in Christian witness and is the believer's privilege and duty. There is one baptism of the Spirit and it is into the Body of Christ, but there are many fillings with the Spirit. (Acts 2:4, Acts 4:8-31; Ephesians 1:13-14, Ephesians 5:18)

### **The Gifts of the Holy Spirit**

We believe that the Holy Spirit sovereignly bestows spiritual gifts to the Church to glorify Christ in the building of His Body (1 Corinthians 12:1-11) and for the sanctification of believers for the works of their ministry (Romans 12:3-8). It is not, God's will that any one gift should be given to all believers, although all believers have at least one gift. We further believe that spiritual gifts should always be exercised within the limits expressly given in the Scriptures (Romans 12:3-8; 1 Corinthians 14:23-40). We believe that special Divine revelation for authoritative Scripture ceased with the Apostolic age. (Revelation 22:18, 19; Ephesians 2:20; Galatians 1:8, 9; John 14:26)

### **The Church: The Body of Christ**

We believe that the universal Church is composed of all believers who are united by the sacrificial, risen Son of God, having been placed into the body by the baptizing work of the Holy Spirit. Each local church is a visible expression of that body, organized for the fellowship, instruction, and encouragement of believers, and the continuation of Christ's work on earth. (Romans 12:5; Ephesians 4:3-16; 1 Corinthians 12:12-27; Colossians 2:19)

### **The Second Coming of our Lord**

We believe that this present age will end with the second coming of our Lord Jesus Christ, wherein He will first receive His Church unto Himself, and then establish His reign over the earth. (John 14:1-3; Acts 1:10, 11; Isaiah 9:6, 7; 1 Thessalonians 4:13-18; Hebrews 9:28; Luke 1:30-33)

### **The Resurrection of the Body**

We believe that Jesus Christ physically rose from the dead, in His glorified body, according to the Scriptures. When Christ receives the Church to Himself (second coming), the bodies of believers who died will be raised as glorified bodies, similar to His resurrected body, and will share in His glory. Those that die in unbelief will later be raised from their graves to receive their judgement. (Isaiah 26:19; 1 Corinthians 15; Daniel 12:2; Romans 1:4, 8:23)

### **Eternal Spiritual Status for Those Saved and Lost**

We believe that the attitude of either reconciliation or enmity toward God is fixed eternally at death. We believe that believers will be forever with the Lord, becoming joint heirs with Him as their Redeemer in His inheritance. We also believe that those who die still refusing to accept God's gift of salvation in Christ will eventually be resurrected and judged, and are destined to suffer eternal, conscious separation from Christ in fiery torment. (Daniel 12:2, 3 and 7:22; 1 Thessalonians 4:17; Romans 8:17; 2 Corinthians 5:10; 2 Peter 2:9; Revelation 20:11-15, 21:8 and 22:11)

### **The Personality of Satan**

We believe that Satan is a created being, a fallen angel, whose willful desire for personal glory and power in disobedience to God caused him to become the father of lies, a murderer, and the great deceiver of all nations. He was defeated by Christ's death and resurrection, and will eventually be cast into the bottomless pit followed by eternal punishment in fiery torment (Job 1:6-12; John 8:44; Acts 5:3; 1 Corinthians 7:5; 2 Corinthians 11:13-15; John 8:44; Ephesians 6:11-12; Revelation 20:1-3, 7-10; Genesis 3:13-15).

### **Divine Healing of the Body**

We believe that sickness is directly or indirectly the effect of sin in the world. Scriptures teach us that Christ died for sin, not the effects of sin. God can, and will at times, divinely heal the body of those who are ill, but such healing is not certain in the sense that salvation and forgiveness of sins are certain for those who have faith in the Lord Jesus Christ. (Romans 4:25; 1 Corinthians 15:3; 2 Corinthians 5:21; 1 Peter 2:24, 3:18)

### **Baptism**

We believe that Christ prescribed baptism by immersion for His believing disciples. The believer's union with Christ in His death, burial and resurrection is signified through the symbolic and public act of baptism. A person should not be baptized unless or until they are competent to make a conscious decision to accept Jesus Christ as their personal Lord and Saviour — entering into new life in Him. (Matthew 28:19, 20; Acts 2:38, 8:12)

### **The Lord's Supper**

We believe that Jesus Christ directed believers to partake in the Lord's Supper as a memorial of His death for believing disciples. This ordinance is to be kept until Christ comes again, according to His promise and the Father's revealed plan. (Luke 22:17-20; 1 Corinthians 11:23-29)

### **Marriage**

We believe that as a matter of doctrine and religious practice, the Church reserves the term "marriage" for the covenant relationship between one man (husband) and one woman (wife). This covenant relationship represents the union between Jesus Christ and the universal church. (Genesis 2:18-24; Ephesians 5:22-23; Matthew 19:4-6, Hebrews 13:4)



**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*<sup>o</sup> 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 \_\_\_\_\_

**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 \_\_\_\_\_