



... we will tell the next generation about the glorious deeds of the Lord,
about his power and his mighty wonders. Psalm 78:4

Welcome to Children's Ministry at Christ Chapel Bible Church! Thanks for joining our team. We know your service will be a blessing to you and our church family. Let us know if you have any questions along the way.

Here are the steps to begin your ministry with children. As you know, we have a great culture of teaching God's Word and keeping our kids safe. We are grateful for your time in participating to keep our child-safe environment!

Step One: MinistrySafe online training.

1. In keeping with our culture of safety, all pastors, staff and volunteers serving with children and students on and off our campus complete *MinistrySafe*. This is a state-of-the-art tool designed by *MinistrySafe* to inform, educate and equip us. Thanks for taking 45 minutes to complete this training. It includes a short 25-question exam at the end of the training.
2. Email Donna Brown, Ministry Screening Director, at msafe@christchapelbc.org with this message: Please send me the *MinistrySafe* training link.
3. Upon receipt of your email, *MinistrySafe* will send you an email with a link attached for accessing the training. If you don't find the email in your inbox, please check your spam mail.
4. After the exam, *MinistrySafe* sends us a certificate of completion for your file. If you have questions, please email or call Donna Brown at 817-546-0181.

Step Two: Application – Please complete in 3 to 5 days in one of the following ways:

- Using a desktop or laptop computer, complete and submit this digital version of our application.
- Print this out, complete it and mail to Christ Chapel Bible Church, c/o D. Brown, 3701 Birchman Ave., Fort Worth, TX 76107.
- Complete and place this application in an envelope to the attention of D. Brown, and return it to the Children's Welcome Center.

Step Three: Interview.

A Children's Ministry staff member will contact you to schedule an interview, completing your placement. Please email Donna at DonnaF@christchapelbc.org if you have not been called for an interview.

Step Four: Training.

Attend the Next Generation Children's Ministry Training. The Director for your area will send you the date in a welcome letter. If you do not receive your training date, email Melinda at MelindaR@christchapelbc.org.

If you have questions regarding the application process, please email your Children's Ministry contact or call Donna Brown at 817-546-0181.

Your ministry with children is of great importance and we are so glad that you have chosen to serve. These safety steps are key in maintaining an excellent environment in which children may develop their spiritual lives and advance in their personal faith in the Savior. Thank you for your commitment to your Christ Chapel family.

In Christ,

Kathy Burr
Minister to Children
Next Generation Children's Ministry
Christ Chapel Bible Church
817-546-0173



Name: _____
First
Middle
Last

Address: _____
Street
City, State
ZIP

Home Phone: _____ Business Phone: _____ Cell: _____

Email: _____ Date of Birth (if applying to volunteer): _____

Position for which you are applying to volunteer/work: _____

If with children, do you have a preference of age or group with whom you wish to work? _____ If so, what age and why?

VOLUNTEERING REQUIRES SIX MONTHS PRIOR ACTIVE PARTICIPATION AT CHRIST CHAPEL

Previous Employment / Volunteer Experience

Please complete this section for each of your employers and/or volunteer experiences starting with your current employer and working backwards.

Employer	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time From: _____ to: _____
Position	Address
Phone	Responsibilities
Supervisor	
Reason for leaving	

Employer	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time From: _____ to: _____
Position	Address
Phone	Responsibilities
Supervisor	
Reason for leaving	

Employer	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time From: _____ to: _____
Position	Address
Phone	Responsibilities
Supervisor	
Reason for leaving	

Within the past three years, what job or volunteer responsibilities have given you the most personal satisfaction, and why?

Education / Background: List schools attended, beginning with high school. Include tech schools and other special training.

Level	Name of School	City/State	Major/Minor	Degree/Year
High School / Secondary School				
University / College				
Vocational / Technical				
Graduate School / Seminary				

References: Please complete **all fields** — phone number, email address and complete mailing address with city, state and ZIP. **Each reference will be contacted. One reference should be given by the opposite sex.**

Personal

Name	Phone	Email		
Street Address	City	State	ZIP	

Professional / Civic

Name	Phone	Email		
Street Address	City	State	ZIP	

Family Member

Name	Phone	Email		
Street Address	City	State	ZIP	

Personal

Addresses in past seven years: _____

Other names by which you have been known (Nicknames, maiden name, aliases): _____

Marital Status: Single Married Widowed Divorced Spouse's Name: _____

Children

Name	Age	Gender	Grade	School

Legal History

For any “yes” answers, please attach a detailed explanation in writing.

YES NO

- Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor)? Answer “yes” if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.
- Y N** Have you ever been charged with a sexual offense, offense relating to children or crime of violence?
- Y N** Have you ever been reported to any organization or registry for abuse or misconduct involving children?
- Y N** Do you have any disciplinary action or investigation pending by an employer, other organization, professional association or licensing body, for violence, sexual misconduct or misconduct involving children?
- Y N** Have you ever been disciplined or dismissed from any volunteer position or employment for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression or other inappropriate behavior or conduct?
- Y N** Have you ever been reprimanded, or asked to leave or end your membership in a church?
- Y N** Have you ever been the subject of a complaint or disciplinary proceeding against any professional license or professional affiliation held by you?
- Y N** Do you now or have you ever sought out child pornography? If so, when did this occur and for what length of time? Is this something you currently do?
- Y N** Have you received counseling regarding this subject?
- Y N** Would you like to receive counseling with a Pastor or Soul Care?

Personal Background

Because of the nature of our ministry, it is important that our people join us in making a personal commitment to Christ Chapel’s purpose.

Please describe your personal relationship with Jesus Christ:

Do you regularly attend church? No Yes If yes, where and for how long? _____

List the names, locations and dates of previously attended churches in the past 10 years:

Describe why you might feel God has called you to serve in the ministry of Christ Chapel:

Please initial each of the following statements:

- _____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.
- _____ I understand that my references and employment contacts will be contacted and that a **thorough criminal background check** will be conducted. I authorize investigations of all statements contained in the application.
- _____ I understand that I must be interviewed and recommended by a member of the Christ Chapel Bible Church Screening and Selection Committee before I begin my ministry or position.
- _____ If accepted as a volunteer/leader/employee I agree to read and observe all Christ Chapel guidelines and policies.
- _____ I understand that I can withdraw from the application process at any time.
- _____ I understand that Christ Chapel Bible Church has **ZERO TOLERANCE FOR ABUSE** and takes all allegations of abuse seriously. I further understand that Christ Chapel Bible Church cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal and possible criminal charges.
- _____ I declare that I am not a pedophile or child molester and that I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child or an adult and that I have never been accused of these acts.
- _____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of application to provide employment and/or volunteer services and that refusal to inform Christ Chapel Bible Church of the contents of a sealed criminal record will result in the automatic denial of the application.

Signature: _____ Date: _____

Please continue to the next page to complete the Children's Ministry Appendix.

For Office Use Only

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ Date: _____



Christ Chapel Bible Church Children's Ministry Application Appendix

This section must be completed by all Children's Ministry volunteers.

Volunteer's name: _____

Philosophy

Please answer the following questions. Assume the age of the child being discussed is similar to the age of the child for which you are volunteering in Children's Ministry.

1. What is it about working with children that interests you?

2. Describe your philosophy for how best to minister to children.

3. Describe a time that you have had to deal with a child having behavior problems. How did you handle the situation?

4. How would you lead a child to Christ?

5. Christ Chapel Bible Church does not allow the use of physical punishment such as spanking. Would it be difficult for you to follow this policy? Please explain.

Please continue to the next page.

6. Describe types of children or situations involving children you would not feel comfortable having in your group.

7. You are leading a group activity that requires participants to hold hands. One of the children in your group says that he does not like to hold hands and refuses to participate. How would you respond?

Personal

Do you feel like you were abused as a child? Yes No *(You may discuss your answers in confidence with a pastor or church leader rather than answering on this form. Answering "yes" or failing to answer will not automatically disqualify an applicant from working with children.)*

I understand that we are teaching our children to remain sexually pure until marriage. Because I understand that my lifestyle is an example to the children with whom I will be working, I see the importance of being sexually pure myself. I affirm that this lifestyle is true of me at this time. Yes No

I agree to contact the Children's Ministry if that situation changes, and to step down from my responsibilities with children until those issues are resolved. Yes No

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance or care of children? Yes No

If yes, please explain:

Applicant's signature: _____ **Date:** _____

SUBMIT FORM

For Office Use Only

I have reviewed this appendix and have noted any missing information.

Screening Committee Member Signature: _____ Date: _____