

## Children's Ministry Volunteer Application

**Office Use**

Date Received: \_\_\_\_\_

Approved:  Yes  No

Admin's Name: \_\_\_\_\_

### A. Personal Information

Name \_\_\_\_\_

Any other names that you have had legally \_\_\_\_\_

Name you want to go by \_\_\_\_\_

Current Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home \_\_\_\_\_ Cell \_\_\_\_\_

xxx-xxx-xxxx

xxx-xxx-xxxx

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

xxx-xxx-xxxx

Date of Birth: \_\_\_\_\_

mm/dd/yyyy

Marital Information:  Single  Married  Divorced  Remarried  Annulled  Widowed

If Married - Date of Marriage: \_\_\_\_\_ Full Name of Spouse \_\_\_\_\_

Sex:  Male  Female T-Shirt size: \_\_\_\_\_ Polo Shirt size: \_\_\_\_\_

(If female, please list T-Shirt size for men's sizes **and** women's sizes)

### B. Emergency Contact Information

Emergency Contact: \_\_\_\_\_ Relationship to applicant? \_\_\_\_\_

Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

xxx-xxx-xxxx

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Night Phone: \_\_\_\_\_

xxx-xxx-xxxx

Email: \_\_\_\_\_

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### C. Background Information

Have you ever been suicidal? Yes No

Have you ever been in any type of rehabilitation Program or facility? Yes No

If yes, please specify where and contact information . \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested or charged with any violation of a law or ordinance? Yes No

Have you ever been discharged or asked to resign from any job? Yes No

#### Do you currently or have you in the last five years:

Used tobacco products Yes No

Used illegal drugs Yes No

\*\*If you replied yes to any of the questions in this heading, please attach a written explanation.

Have you ever been convicted of a crime? Yes No

If yes, please state nature of offenses, when, where (exact location), and disposition on a separate page.

NOTE\*\* Church of the Living God reserves the right to check all applicant records for criminal records prior to acceptance.

### D. Personal Walk

Give date and place when you accepted Christ. \_\_\_\_\_

Have you been baptized in water? No Yes. Date and location \_\_\_\_\_

Evaluate your present spiritual relationship with the Lord. Describe the pattern of your personal devotional time.

How long have you attended Church of the Living God? \_\_\_\_\_ Are you a member? No Yes

List (name and address) any other churches you have attended regularly during the past five years.

Have you taken the Alpha course? No Yes

Are you currently attending a Growth Group or Crew? No Yes. If yes, which one? \_\_\_\_\_

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### E. Skills, Giftings, and Ministry

What ministries, both in CLG and elsewhere, have you been involved in and to what extent?

What experience have you had working with children?

What position(s) are you applying for / interested in?

- Sunday School Teacher (specify grade level) \_\_\_\_\_
- Sunday School Assistant (specify grade level) \_\_\_\_\_
- Nursery Volunteer
- Special Needs Volunteer

State your reasons for applying to this position as a children's worker.

Please read below and sign to indicate that you believe the following. (If you have any questions please feel free to speak with a pastor.)

I believe that God is the Creator and Ruler of the universe and that He is eternally existent in three Persons: Father, Son and Holy Spirit. I believe that Jesus Christ, the Son of God, was born of the Virgin Mary, lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days to conquer sin and death. Salvation is God's free gift to us and is available only through faith in Jesus. I believe the Holy Spirit lives in every Christian from the moment of their salvation. He provides the believer with power for living the Christian life and makes available to every believer spiritual gifts and abilities for the building up of the Church. I believe the Bible is the inspired and authoritative Word of God.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

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What do you believe about the Great Commission? Please accompany your answer with scripture backing.

Please read the following carefully and sign below:

Having prayerfully considered my desire to fulfill what I believe is God’s will for my life; I hereby apply to the position of children’s worker at Church of the Living God. I am aware that this application is the first step in a journey and I am willing to walk through these steps. I certify that all information and responses I have provided in this application are true. I authorize Church of the Living God to investigate all of my responses herein for accuracy and completeness and I grant Church of the Living God my permission to investigate all prior employment, professional, military, educational and criminal records. I understand that any false or misleading statements, or omissions, made by me on this application will be grounds for dismissal from this ministry.

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Applicant’s Signature

Date

Please Print Name

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Parent/Guardian Signature

Date

Please Print Name

(if applicant is under 18 years of age)

### F. References

Please list 3 references, at least one being a pastor, teacher, or employer. Email is our preferred way to contact references. (If you have been at Church of the Living God for less than one year, please give one reference from a previous church).

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

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

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

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

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

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

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

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Please return: (by mail) Church of the Living God, attn. Aaron Dion, 199 Deming St, Manchester, CT 06042  
 (by email) [adion@clgonline.net](mailto:adion@clgonline.net) with “Children’s Ministry Application” in the subject line  
 (by hand) submit to Welcome Desk in the foyer during a Sunday Service

## Children’s Ministry Volunteer Application

**Church of the Living God**  
**Release and Authorization of Release of Information**

To whom it may concern:

I, \_\_\_\_\_, am a children’s ministry volunteer at Church of the Living God. I authorize Church of the Living God to contact any person or entity to obtain information concerning me, including, but not limited to, the employers, organizations, supervisors, governmental agencies and references that I listed in my application. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including, but not limited to, Child Protective Services, to release information concerning me. I hereby release and agree to hold harmless from liability any person or organization (whether listed in my application or not) who provides information or references about me to Church of the Living God or its employees, volunteers, and agents with respect to the obtaining of such information about me. I waive any right I might have to inspect the references provided on my behalf. A copy of this release shall be as effective as a signed original.

I have read this release and authorization of release of information, and enter it freely and voluntarily.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address Birth date (mm/dd/yyyy)

Applicant’s Signature	Date	Please Print Name	Date
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Parent/Guardian Signature <small>(if applicant is under 18 years of age)</small>	Date	Please Print Name	Date
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\*\*\* Record Retention Policy: All background checks will be kept in a secure encrypted file in our online database through Fellowship One with access being limited to the Executive Pastoral Staff and the Staff Administrator. Applications and background checks shall be kept on file no less than three (3) years after the date of termination of the employee or volunteer.

### Background Check Policy

## Children's Ministry Volunteer Application

Our goal is to uphold the integrity of security and safety within Church of the Living God's (CLG's) children and youth ministries to the highest level. To do so, we require all employees and all volunteers 16 or older who serve within CLG and work with underage minors to have an updated approved background check. Our desire is to create an environment where parents feel confident in leaving their children with any volunteers and employees of the church.

In order to protect the safety and well being of the children entrusted to Church of the Living God's care, and in order to comply with Volunteers for Children Act (HR 2488) the church shall perform a background check on all recognized volunteers working with underage minors. In addition, the church shall perform a background check on all paid employees, whether full-time, part-time, temporary or seasonal. This background check is strictly limited to criminal activity, and does not in any way check financial records such as personal credit history. The report is made up of: a multi-state criminal search, the national sex offender search, a SSN validation and death index search, name and address history (going back 30 years), and an alias search.

If the church deems it necessary it shall as a matter of policy, *reserve the right* to disqualify and prohibit from serving any person who has been accused of, arrested for, convicted of, been on probation for, or received deferred adjudication for any disqualifying offense. Background checks shall be conducted on all employees and volunteers on or before the date they are hired or allowed to serve. The *right to disqualify* applies to any actual or alleged criminal conduct regardless of whether (a) any charges were subsequently dropped, (b) any charges resulted in a non-conviction such as probation, or (c) any conviction was expunged from the applicant's record.