

Application for Potential Volunteers

Student Ministry Workers

Updated September 2014

*Him we proclaim, warning everyone and teaching everyone with all wisdom,
that we may present everyone mature in Christ. Colossians 1:28*

Dear Brothers and Sisters,

Thank you for considering serving the Lord Jesus and declaring His glory to the next generation. The above verse express our vision and passion of proclaiming the gospel of our Lord Jesus Christ to the coming generations. God is committed to glorify Himself through His Son in every generation for He alone is worthy. What an awesome privilege we have to serve the Lord in this way.

The opportunities to serve in Student Ministry are varied enough to involve many different people with different gifts. If you have a heart for God and desire to make Him known in the next generation, there is probably a place for you in these ministries. Our application process is designed to help determine where our opportunities and your gifts and interests come together.

We prayerfully consider every person who applies to partner with parents and the Student Ministry department in ministry to young people. Volunteers ministering to teenagers (13-18 years old) are required to fill out applications and complete a screening process. We take very seriously our responsibility to diligently work through every stage of the application process, and do it in a timely manner.

There are a number of documents that you need to become familiar with. These include:

- Community Bible Church Doctrinal Position
- Vision, Philosophy, and Theology: A Training Manual for Student Ministry Workers by Phil Foley, edited by Dan Arcilla
- Philosophy and Practice of Student Ministries at CBC by Dan Arcilla
- Children's Ministry Worker Screening Policy
- Policy Regarding Inappropriate Behavior

If you need copies of any of these documents, please contact Dan Arcilla. I look forward to receiving your application and talking with you more.

For the exaltation of Christ in the next generation,

Dan Arcilla – Student Ministries Pastor, CBC

Email: dan@cbcvallejo.org

Phone/Text: 707-560-1730

Application for Service in Student Ministry

Title (Circle One) Mr. Mrs. Miss Name _____ Date _____

Parents names (if applicant is a minor) _____

Spouse's Name _____ Phone _____/Home

Address _____ Phone _____/Cell

City _____ State _____ ZIP _____ Phone _____/Work

E-mail _____ Preferred #: H / C / W

Children's Names _____ Best time to call: _____

Available Volunteer Opportunities

TFC Ages 13-14, and/or 7-8 grade. Must be at least 18 years old to serve.

Crossroads Ages 15-18, and/or 9-12 grade. Must be at least 21 years old to serve.

If you have not done so, please read "*Children's Ministry Worker Screening Policy*" before continuing. (See Appendix One in *Vision, Philosophy, & Theology* training manual.)

I have read this document

General Information

The questions in this section are designed to help us match current ministry opportunities with your interests and gifts.

What type of role(s) in Student Ministry are you interested in?

Which ministry are you interested in working with? (You may circle more than one)

TFC (13-14) (Wednesday 6:30-9:30 PM)

Crossroads (15-18) (Fridays, 6:30 – 10:00 PM)

What level of commitment do you have in mind?

Weekly

Twice Monthly

Monthly

Every other month Other (*please explain*):

Related Experience

1. How long have you been attending CBC?

2. Membership status:

- Attend CBC regularly
- Moving toward membership
- Member of Community since _____

3. If applicable, please list someone in leadership at Community who knows you (e.g. Home Fellowship Group leader, Children’s Ministry leader, Youth leader, pastor, elder, etc.)

4. Please list all churches you have regularly attended during the past five years and any paid or volunteer positions you have held at those churches:

Church and Position Held (if applicable)	City	State	Years Attended
1.			
2.			
3.			

Community Bible Church of Vallejo has permission to contact my former churches.

Signed _____ Date _____

Parent signs for minors

Parent’s name (if applicant is a minor) _____

5. **Please describe previous experience, paid or volunteer, in this church or elsewhere, you have had working with teenagers.**
6. **Please describe any gifts, training, education, or other factors that would apply to your ministry to teenagers.**
7. **What motivates you to become involved in Student Ministry?**
8. **Please summarize your testimony. Briefly, include the following: what led up to your conversion; what happened when you were converted; and how your life has been different since you were converted.**
9. **Have you ever been discipled?** yes no
If "yes," by whom: _____
10. **Are you presently being held accountable by anyone?** yes no
If "yes," by whom: _____
11. **After reading "Our Doctrinal Position," is there any area that you disagree with the beliefs and doctrines we hold at Community Bible Church?** Yes No
If "yes," please explain:

Reference Information

Please list three references (other than family members and of varying relationships) who know you well. For example: an employer, a mentor, and a friend. (Please Note: E-mail addresses are crucial as we will be sending out electronic reference forms whenever possible.)

1. Name	E-mail	Phone
Address		
2. Name	E-mail	Phone
Address		
3. Name	E-mail	Phone
Address		

Community Bible Church of Vallejo has permission to contact my references.

Signed _____ Date _____
Parent signs for minors

Parent's name (if applicant is a minor) _____

Background Investigation Authorization

Please read carefully. **Sign below only if you are at least 18 years old.**

We ask each applicant to do a "live scan" so we can request a criminal background check.

I authorize Community Bible Church to investigate my background as it pertains to appointment or volunteering considerations. This may include information contained in public records which could include criminal files at the county, state, and federal levels.

Signature of Potential Volunteer _____ Date _____

Confidential Information: Viewed only by CBC Elder

Applicant's Name _____

The following questions are designed to help us provide a safe, loving, and secure environment for the volunteers and participants of our programs.

Answering "yes" to any of the following questions will **not** necessarily disqualify you for work in Student Ministries. An elder may talk with you in private, however, to see whether you need any pastoral assistance regarding the matter and to learn whether that issue has a bearing on your ability to work in Student Ministries.

If you prefer not to explain any of these questions in writing, you may leave them blank, and an appropriate leader will talk with you personally and privately.

1. Have you ever been convicted of or pleaded guilty to a crime (Other than minor traffic violations)?
 No **I would like to discuss this**
Comments and Explanations

2. Have you ever touched a minor in a sexual manner? (Do not include child-to-child contact that occurred more than ten years ago.) **No** **I would like to discuss this**
Comments and Explanations

3. Have you deliberately and repeatedly viewed pornography (i.e. material designed for the sole purpose of appealing to and stirring up sinful sexual desire) in the past three years? (This includes reading, watching, listening to, or in any other way using pornographic material, including but not limited to: books, magazines, television shows, movies, internet programs, or telephone services.)
 No **I would like to discuss this**
Comments and Explanations

Student Worker Responsibilities and Commitment

Serving Christ is both an awesome privilege and a serious responsibility. As a worker in Student Ministries, we expect you, with God's help, to abide by the following biblical principles:

Principle #1: A Commitment to Spiritual Growth

We are modeling to the children what it means to live for Christ. We do not want to be a bad example and cause them to stumble (cf. Matt 18:6). Therefore, we must be committed to growing spiritually by reading the word regularly (1 Pet 2:2), being in fellowship with other believers (Acts 2:42), and being equipped for service by sitting under godly teaching and preaching (Eph 4:11-16). It is important that each Student Ministry worker see the importance of attending Adult Sunday School, Morning and Evening Worship Services, and a Home Fellowship Group.

Principle #2: Diligence and Faithfulness

"Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve" (Col 3:23-24). We are to do our service heartily to the Lord, and not look for the praises of men. We need to remember that our labor is not in vain in the Lord (1 Cor 15:58).

Sensing the eternal implications of the work to be done, the limited time in which to do it, and the tendency of many to fall away, Paul stressed faithfulness as the essential requirement on the part of people in whom he would invest himself (2 Tim 2:2). Faithfulness is the preeminent quality necessary for those who would serve in ministry.

We ask therefore, that you make every effort to arrive on time at every event. We also ask that you keep your scheduled commitments, including team meetings. You should be willing to teach or serve, despite minor problems or illnesses. If for some reason you will not be able to attend, you must notify your ministry team leader in advance and make every effort to obtain an approved replacement.

Principle #3: Teamwork

"But to each one is given the manifestation of the Spirit for the common good" (1 Cor 12:7). Each one of us has a gift and different responsibilities. We must resist envying the gifts of others or comparing ourselves to others, but use the gifts God has given us to enhance ministry to children, and encourage those around us in their labors knowing that we are all working toward the same end of glorifying God.

We need to demonstrate a teachable and submissive spirit. If you disagree with a decision, you can choose either to submit to it or to discuss it graciously and privately with the person responsible for the decision.

Principle #4: Above Reproach

We must be above reproach in all our actions. Therefore we must refrain from inappropriate behavior and also avoid any appearance of evil in relating to adults or children. We must also admonish or report inappropriate behavior.

CBC Student Ministry Staff Requirements

All Staff

Below are mandatory requirements for all Student Ministries Staff:

Spiritual Qualities

- True believer and follower of Jesus Christ, baptized as a believer
- Communicates a strong spiritual life and example, including being baptized
- Member of CBC, or in process.
- Regular financial giver to CBC.
- Have been discipled through CBC's Discipleship 1 and 2 or equivalent.
- An outstanding Christian life with proven character references.
- If married: Full support of spouse.
- You have a godly family life, having faithful kids under control with all dignity, discipling your own kids, if applicable.

Personal Qualities

- Attends church faithfully (AM & PM service)
- Supports church leadership (Elders, SM Pastor, youth council)
- Displays wisdom in relating to youth. Set apart from youth as a leader.
- Good testimony on social media.
- Involved in church training: Discipleship, Sunday School, Student Ministry, staff meetings
- Completed a doctrinal questionnaire.
- Pursues extra training such as College Ministry, Grace School of Theology, The Cornerstone Seminary, special seminars, conferences, retreats
- Faithfully and promptly attend all relevant Student Ministry meetings and events.

Relationship to the Student Ministry Pastor

- Check before confirming dates & times for Student Ministry functions
- Check before spending money for the Student Ministry for reimbursement
- Check before bringing in people to help in the Student Ministry (students or staff)
- Contact the youth pastor if you become aware of a problem or a potential problem in SM.
- Contact the youth pastor prior to contacting a parent concerning a youth-related problem.
- Approve all teaching, discipleship material, church communications.
- Contact the youth pastor if you are unable to attend a meeting, or if you are going to be late
- Excessive failure to meet these requirements may lead to dismissal from Student Ministry

Responsibilities to the Student Ministry

- Arrives on main meeting night 45- to 60-minutes early to pray & prepare
- Fulfill assigned functions
- Attend all Student Ministry staff meetings
- Disciple a few selected youth, if approved to do so
- Chaperone all youth functions

Legal Requirements

- **Live Scan** – all workers must have an approved live scan with the Department of Justice under the ORI number of Community Bible Church
- **Personal References** – all workers should be able to provide at least 3 personal references.

Discipler / Teacher / Preacher Requirements

In addition to the requirements above for all staff, the requirements below are for those who handle the Word of God with students.

- Pass CBC Doctrine Test (ask Dan Arcilla to provide).
- Read: The Trellis and the Vine (Marshall and Payne) and write a 2-4 page book report.
- Pass a “How to Study the Bible” course by CBC or equivalent.
- Mentored by a mentor teacher approved by SM Pastor. (Women: see requirements in Women’s Teacher Mentoring Program)
- Take basic Biblical counseling course at CBC or equivalent.
- Giftedness and competency must be confirmed and approved by SM Pastor or appointed leader before they are allowed to preach/teach in a pulpit or disciple students.

* Equivalent Bible requirements may be fulfilled by attendance at local Bible college/seminary/local church training, subject to approval by SM and/or Associate Pastor.

I have read “***Policy Regarding Inappropriate Behavior.***” I understand the policies and definitions outlined and I am willing to abide by them.

With God’s help, I will do my best to abide by the above principles.

Signed _____

Date _____