

Lay Ministry Application

Huntingdon Christian and Missionary Alliance Church

This form is to be completed by any applicant for a volunteer position with the Huntingdon Christian and Missionary Alliance Church (HCMAC). It is designed to provide church leadership with information about your talents and gifts and areas of ministry interest. In addition, persons desiring to work with minors or the developmentally disabled are required to complete Part II.

Date: _____

PERSONAL DATA (Please print.)

Name: _____
Last First Middle

Home Phone Number: () _____

Address: _____

Date of Birth: _____ (Year is optional)

Marital Status: _____

What type of ministry do you prefer? Check all categories that apply.

Ministry Time

- Sunday 9:30
- Sunday 10:30
- Sunday 5:00
- Sunday 6:30
- Wednesday 6:30
- As Needed

Age Level

- Nursery(0-2 years)
- Toddlers(1-2 years)
- 2's & 3's
- 4's & 5's
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Junior High
- Senior High
- Class of Ruth (Develop. Disabled)
- Adult

Adult Ministry Opportunities

Sunday School

- Lead Teacher
- Teacher's Assistant
- Substitute Teacher

Usher

- Head Usher
- Usher

Small Groups

- Leader
- Assistant Leader
- Substitute Leader

Music

- Adult Choir
- Vocal Soloist
- Instrument (specify)

Other

- Construction/maintenance
- Gardening/lawn care
- Visitation
- Evangelism
- Teaching/tutoring
- Van Driver
- Other (specify below)

Children and Youth Ministry Opportunities

Awana

- Director
- Leader
- Listener
- Game Leader
- Council Time

Music

- Children's Choir
- Youth Choir
- Joyful Noise

Sunday School

- Lead Teacher
- Teacher's Assistant
- Substitute Teacher

Worship

- Children's Church (2's & 3's)
- Children's Church (4' & 5's)

Other

- Quizzing Coach
- Vacation Bible School
- Christmas Program
- Library Aide
- Children's Summer Ministry (Wed. Evening: K-5)

NAME: _____

DATE: _____

AVAILABILITY FOR SERVICE

How soon would you be available? _____

What is the minimum length of your commitment? _____

Describe any condition, preference, or belief that might restrict or prevent you from performing certain activities involved in the volunteer position for which you are being considered (i.e. lifting toddlers, handling an emergency, driving, participating in certain sports).

Do you have any contagious or infectious disease which could be transmitted to others in the volunteer work you would be performing for the HCMAC?

SPIRITUAL HISTORY

Have you accepted Christ as your savior? Yes No

How long have you attended the HCMAC? _____

Are you a member of the HCMAC? Yes No

QUALIFICATIONS FOR SERVICE

Please describe your interest in serving as a volunteer for HCMAC.

Have you had experience working with children, youth, and/or the developmentally disabled?

Have you taken any courses or received any training that would equip you for Christian ministry?
If so, please list.

Part II**LEGAL QUESTIONNAIRE**

Note: Pennsylvania laws exempt you from providing any information requested in the Legal Questionnaire that is contained in sealed or expunged court records or that involves a criminal arrest that did not result in conviction.

Volunteers may submit Act 34 and Act 151 Background Checks in lieu of questions 2 – 9.

1. I have received Act 34 and Act 151 clearances which are attached.
 Yes No
2. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer “Yes” if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge.
 Yes No
3. Have you ever been arrested for or charged with a sexual offense, offense relating to children, or crime of violence for which you have pled guilty or been convicted whether for the crime charged or a lesser offense (that is not covered in question 1 above).
 Yes No
4. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children?
 Yes No
5. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other religious organization?
 Yes No
6. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct involving adults or children?
 Yes No
7. Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to, a license to provide child care or similar services?
 Yes No
8. Have you ever been subject of any disciplinary action, transfer, or dismissal, or been name as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children?
 Yes No
9. Have you ever been subject to any disciplinary action (including discharge) or investigation by a church, religious or other organization, or by an employer?
 Yes No

If your answer to any of the questions 1-8 is “yes,” please provide the following information for each positive response. (Attach a separate piece of paper or an official report if needed)

- a) Date and complete description of the circumstances.
- b) Name and address of the church, employer, or other organization involved.
- c) Name and telephone number of a person familiar with the circumstances

NAME: _____

DATE: _____

REFERENCES

Churches that you previously attended: (please provide if you have been attending less than one year)

Name: _____ Phone: () _____

Complete Mailing Address: _____

Name: _____ Phone: () _____

Complete Mailing Address: _____

Personal references:

Name: _____ Phone: () _____

Complete Mailing Address: _____

Name: _____ Phone: () _____

Complete Mailing Address: _____

Name: _____ Phone: () _____

Complete Mailing Address: _____

APPLICANT’S STATEMENT

The responses I have provided in completing this application form are complete, truthful, and accurate.

I give permission to the HCMAC to validate the accuracy of the information I have provided on this application. I authorize my references and my former churches to share any information concerning me to the HCMAC and its representatives.

In consideration of the receipt and evaluation of this application by the HCMAC, I hereby release The Christian and Missionary Alliance Church, the HCMAC, and their directors, employees, agents, representatives, and any other person or organization, including record custodians, that may release information concerning me, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of inquiries concerning my background and any disclosures of information concerning me to the HCMAC.

I understand and agree that I am not an employee of the HCMAC, and that I have no expectation of future employment and that I have no entitlement to or expectation of compensation, health insurance or other employee benefits, or unemployment or workers compensation insurance benefits.

I affirm that I will strictly comply with all policies and procedures of the HCMAC. If at any time I find that for any reason I am unable to support the policies, procedures, or doctrine of this Church, I will resign my volunteer position. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all at the discretion of the HCMAC. I will report any known or suspected child abuse or other violation of policy to the pastor or head elder.

I have carefully read the foregoing statement and know the contents of it, and I sign this statement as my own free and voluntary act.

Applicant’s Signature: _____

Date: _____