

Area of Interest (Please Circle): Kid's Ministry Teen Ministry Van Ministry Other: \_\_\_\_\_

## Lay Minister Screening Application

### Heartland Community Church

This application is to be completed by those desiring a ministry position, especially areas which require the supervision of minors. It is used to help the church provide a safe and secure environment for the children who participate in the programs of Heartland Community Church. Please print in ink and fill out completely. Applications will not be considered unless fully completed. No applicants are eligible to work with minors until notified that the screening is complete.

Legal Name \_\_\_\_\_ Nickname: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

How long at this address? \_\_\_\_\_ If less than 5 years, give previous address:

Previous address: \_\_\_\_\_ How long? \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Marital Status \_\_\_\_\_ Birth Date (M/D/Y) \_\_\_\_\_

E-Mail \_\_\_\_\_

Do you have a personal relationship with Jesus Christ? (circle one) Yes No

When did you receive Christ as your Lord and Savior? \_\_\_\_\_

Briefly describe your relationship with Jesus Christ: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is Heartland your church home? (circle one) Yes No If so, how long? \_\_\_\_\_

List (name & address) other churches you have attended regularly during the past 5 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all previous church work involving children or teenagers and any other aspect of ministry with which you have been previously involved (list each church's name and address, type of work performed, and dates):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Heartland Community Church

List any gifts, callings, training, education, experience or other factors that have prepared you to work in your desired area of ministry:

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Please provide three personal references who have known you for at least one year and are not related to you. Daytime phone numbers are preferred.

### Reference 1

Reference Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Reference 2

Reference Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Reference 3

Reference Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Background Information

## Heartland Community Church

Legal Name: \_\_\_\_\_ SS # \_\_\_\_\_  
Last First Middle

Please list any other names aside from the name listed above, including maiden names:

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**The following questions are part of a process to help provide a safe and secure environment for our children and youth. All information is confidential.**

Have you ever been accused or convicted of the use or sale of illegal drugs? Yes No

Have you ever used illegal drugs? Yes No

Have you ever struggled with alcohol or substance abuse? Yes No

Have you ever been charged with a misdemeanor or felony? Yes No

Are you engaged in any conduct that is contrary to the teachings of the Bible? Yes No

Do you have any health issues that could place the children of Heartland at risk? Yes No

Have you ever been denied legal custody of your child(ren) in any legal proceedings including divorce decrees or settlements? Yes No

We conduct a police background check on all adult applicants. Do you have any objections? Yes No

If you answered "yes" to any of the above questions, please explain briefly. We at Heartland Community Church understand the life-changing power of Jesus Christ and are eager to hear how He has helped you.

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Were you a victim of abuse or molestation while a minor? (circle one) No Yes

*If you prefer, you may refuse to answer the above question, or you may discuss your answer in confidence with the Pastor rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant from working in his / her desired area of ministry.*

# Leadership Qualifications

## Heartland Community Church

Christians who are in places of responsibility in the church are required to be examples in faith, conduct, and business affairs.

One of the best ways to present Christ to the people of our community is by maintaining a high standard for workers. The following guidelines will be required of any person who works in any of the ministries at Heartland Community Church (HCC).

1. Must be in agreement with the tenets of faith of HCC.
2. Must be willing to make a twelve-month commitment.
3. Must be loyal to the pastor and leaders of HCC.
4. Must be faithful to your assigned position.
5. Must live a separated Christian life.
6. Must attend all workers' meetings and workshops.
7. Must be faithful to attend regular church services.
8. Must give at least seven (7) days notice if you know you will be absent.
9. Must be at your designated post thirty (30) minutes before start time.
10. Must be neat in your appearance.
11. Must complete appropriate workers training course(s) required in your area of ministry.
12. Must have your home life in order.
13. Must give thirty (30) days notice when resigning your position.

I have read the above qualifications, and I am in full agreement with them. I pledge to keep them to the very best of my ability. I clearly understand that failure to keep any of the above requirements is grounds for dismissal.

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

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

# Applicant's Statement

## Heartland Community Church

Please indicate the date you would be available to begin: \_\_\_\_\_

### Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorization to Heartland Community Church (HCC) or its representatives to release any and all records or to obtain personal records and information relating to working with minors. The church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a children's / teen worker.

I understand personal information will be held confidential by the professional church staff.

Furthermore, should my application be accepted, I agree to be bound by the Bylaws and policies of Heartland Community Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. Therefore, I accept the responsibility of being a godly example in thought, speech, conduct, and attitude.

In the event I am no longer a children's / teen worker, I surrender my right as a representative of the church volunteer leadership to spend time with any minor from Heartland Community Church.

In the event that my leadership commitment ceases or level of commitment changes, I will notify the ministry leader.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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*Office Use Only*  
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### Ministry Approval:

Based on the information provided by the applicant and references, the above applicant is...

APPROVED

DENIED

If approved, the applicant may serve in the following area(s): \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_