

LEADERSHIP APPLICATION



Leading

A CHC Leader is an officially recognized owner and implementer, and is accountable for leading others and teams in alignment with the vision of the church, and who intentionally and passionately give ministry away to others. As Christ followers, we are called to share God's love by participating in the ministry of Jesus in His church and in the Word. Coast Hills' leaders are fulfilling this call to lead, as they have been gifted, for a role to which God has called them.

Instructions

Please read and complete the entire form (pages 1-6). Some of the questions are personal but necessary to establish your eligibility/fit to lead. You will have an opportunity to discuss your answers confidentially with a Ministry Leader. All information contained in this application is confidential and will not be shared with anyone outside of Coast Hills Church leadership.

Requirements for All Leaders

The following are mandated requirements for any and all potential leaders:

- must profess and actively display a faith in Jesus Christ as their Lord and Savior.
- must attend Coast Hills Church and agree with its statement of faith.
- must willingly honor and follow the leadership of the church and the ministry area in which you serve.
- must agree to a mandated background check (ministry specific).
- must be in obedience to God's commands regarding sexual purity within the boundaries of marriage (premarital, extramarital, homosexual, etc.), Marriage defined as: a union between one man and one woman.
- cannot be in the midst of relational turmoil with spouse, ex-spouse, or family member.
- cannot be using any illegal drugs or abusing substances of any kind.
- if in recovery from an addiction, must be at least one year clean and sober.

CONTACT INFORMATION

NAME: _____

STREET ADDRESS: _____

CITY/ZIP/STATE: _____

HOME PHONE: _____ WORK PHONE: _____

MOBILE NUMBER: _____ EMAIL: _____

DATE OF BIRTH: _____ MARITAL STATUS: Single Married Divorced Widowed

GENDER: Male Female

MINISTRY YOU ARE INTERESTED IN SERVING WITH: _____

SPIRITUAL JOURNEY

If needed, please use a separate piece of paper to answer the following questions:

Have you accepted Jesus Christ as your Savior? Yes No

Have you expressed this through baptism? Yes No

Share a brief testimony about how you came to know and follow Jesus Christ (include date).

Share briefly about significant events in your life that have impacted your spiritual and emotional growth.

Describe your day-to-day relationship with the Trinity:

Describe the ways you are invested in community (Life Group, Men's or Women's group, other):

MINISTRY EXPERIENCE

If needed, please use a separate piece of paper to answer the following questions:

How long have you attended Coast Hills Church? _____

Do you participate in the weekend worship services? No Yes

Are you part of a LIFE Group? No Yes

What spiritual gifts have been confirmed in you, and how would you like to use them in this ministry?

Why do you want to serve within this ministry?

Have you ever been removed from leadership or from serving at any church? No Yes—Explain:

What are some expectations you have for this ministry?

PERSONAL LIFE (Minors skip this section, continue to next section)

If needed, please use a separate piece of paper to answer the following questions.

Are you currently involved in any lifestyle choices that would either disqualify you for spiritual leadership or cause someone to question your integrity or ability to spiritually lead others? No Yes—Explain:

Do you struggle with integrity regarding your sexual conduct? No Yes—Explain:
(i.e. engage in affairs, pornography, difficulty maintaining purity if single, etc.)

Are there any broken or impure relationships in your life? No Yes—Explain:

Have you ever been arrested or convicted for any criminal act? No Yes—Explain:

Have you ever been accused of, charged with, alleged to have, or ever committed any act of neglecting, abusing, molesting, or battering any child or adult (including a spouse)? No Yes—Explain:

In the last year, have you been hospitalized, treated for, or struggled with alcohol/substance abuse?
 No Yes—Explain:

Have you ever been denied legal custody of your children in any legal proceedings including divorce decrees or settlements? No Yes—Explain:

REFERENCES

Each reference must meet each of the following criteria:

- be at least 18 years old
- is not related to you
- has definite knowledge of your character
- has known you for a minimum of one year
- has seen your interaction in capacity you are volunteering for
- email address is preferred and is the quicker method for obtaining references.

Personal Reference:

Name: _____ Nature of Relationship: _____

Email address: _____ Contact Phone: _____

Ministry Reference — *Should be a church staff member or leader (if less than a year at CHC, please provide previous church staff member or leader information):*

Name: _____ Nature of Relationship: _____

Email address: _____ Contact Phone: _____

APPLICANT STATEMENT

I have received, read, understand, and I am in agreement with the Coast Hills Church Statement of Faith

Yes No—Explain:

Leadership is a privilege. Any leadership issue that arises regarding your personal or public life that does not reflect a godly life, or that could create conflict, controversy, or distract from the primary purpose of the ministry of Coast Hills, may be reviewed by the Leadership and Elders of Coast Hills. If the Leadership determines for any reason, at any time, that these issues are not in the best interest of the Body, you may be asked to step down.

Are you willing to submit to the authority of the Elders, Pastors and Ministry Directors at Coast Hills? Yes No

The information contained in this application is correct to the best of my knowledge. I authorize Coast Hills Church or its representatives to contact my references and appropriate government agencies in order to verify my character and suitability for volunteering in this role. To uphold the confidentiality of the references, I waive any right that I may have to inspect any information provided about me by any person or organization, but I may contact Coast Hills Church to inquire about information provided about me. Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Also, I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me, whether local, state, or federal. I hereby release local, state, and federal law enforcement agencies from any and all liability resulting from such disclosures.

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

Applicant's Signature: _____ Date: _____

STAFF USE ONLY

Interviewed by: _____ Title _____ Date: _____

Approved by (Staff signature): _____ Date: _____

CONFIDENTIALITY & PRIVACY AGREEMENT

Member & Database Information



I understand that all information concerning members of Coast Hills is confidential.

All printed records are confidential. The term "members" for purposes of this non-disclosure includes anyone in the Coast Hills database, including but not limited to the Fellowship One database.

The information covered by this agreement shall include, but is not limited to:

- Name of Members
- Any identifying information personal to the member including:
 - Address
 - Phone numbers
 - Email address
 - Names of children
 - Groups assigned
 - Financial information
 - Attributes
 - Notes
 - Events

As a condition of and in consideration of my use, access, and/or disclosure of confidential information, I understand and agree to the following:

1. I will only access, use, and disclose confidential information that I have authorization to access, use, and disclose.
2. I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly and clearly authorized by the Operations Department at Coast Hills Church.

For those with access to the church database, because my User Name and Password are the equivalent of my signature and because I am the only person authorized to use them, I agree to the following:

1. I will safeguard and not disclose my password, access code, or any other authorizations I have that allow me to access confidential information.
2. I will not request access to or use any other person's password or access code.
3. I will accept responsibility for all activities undertaken using my password, access code, and other authorizations.
4. I understand and accept that I have no individual rights to or ownership interests in any confidential information accessed through the database. Therefore, Coast Hills Church may at any time revoke any passwords or access codes that may have been assigned to me.
5. It is my responsibility to log out of the system to which I am logged on. I will not under any circumstances leave unattended a computer to which I have logged on without first either locking it or logging off the workstation.
6. If I have reason to believe that the confidentiality of my password has been compromised, I will request a new password through the Database Manager at Coast Hills.

This agreement covers all Coast Hills Church employees and volunteers who shall maintain the confidentiality of member information. No volunteer shall log into the database to access member information outside of any Coast Hills office, including any satellite office or approved offsite facility without expressed permission from a member of the Operations Department.

I understand and agree to abide by the above statement of non-disclosure.

My signature below indicates that I have read, accept, and agree to abide by all the terms and conditions of this Agreement and agree to be bound by it.

Printed Name

Date

Signature

Title/Position/Ministry Department

Policy

All Family Life Ministry staff and volunteers who are involved with kids/students will immediately report any reasonable suspicion of child abuse of which they have knowledge or observe within the scope of their duties.

Procedures

1. Staff or Volunteers will immediately complete the Suspicion of Child Abuse Form and report any reasonable suspicion of child abuse or neglect. Reasonable suspicion includes, but is not limited to:
 - a. An inordinate number of injuries such as bruises on a minor's body over a period of time.
 - b. Serious unexplained injuries such as hair missing, a burn, or a noticeable limp.
 - c. Drawings of abuse in conjunction with verbal testimony from the minor.
 - d. Prayer requests or written statements alluding to abuse.
 - e. Verbal testimony of the minor child.
2. Upon notification, the Director over your ministry area will immediately report the suspicion to a member of the Pastoral Leadership Team (PLT).
3. The PLT member will notify the Director of Operations and together will determine if the Board of Elders needs to be notified as well. An immediate internal investigation will take place and a determination will be made as to whether or not it is appropriate to contact Child Protective Services or the local police.
4. Reports to Child Protective Services (if the alleged perpetrator is a family member of the victim) or to local police (if the alleged perpetrator is not a family member of the victim) will be made within 24 hours after the suspicion is brought to the attention of the Operations Team and Board of Elders.
5. Child Protective Services (or the police) will always be contacted in the following circumstances:
 - a. A child requests immediate protection or police contact.
 - b. A child expresses an overwhelming fear or anxiety about returning home with the parent or guardian who brought them.
 - c. Physical signs that may indicate life-threatening abuse such as strangulation marks.
 - d. The Suspicion of Child Abuse Report and internal investigation reveals possible abuse.
6. If a report is filed with Child Protective Services or the police, every effort will be made to:
 - a. Cooperate with their investigation through the immediate parties involved.
 - b. Provide communication at the appropriate time to the appropriate people as determined by the Board of Elders, the Operations Team, and church legal professionals.
 - c. Remain in contact with the family to provide follow-up support and assistance.
7. If the alleged perpetrator is a CHC staff member or volunteer, a member of PLT or the Board of Elders will immediately notify them of the allegation and suspend them from their duties. pending investigation.
8. All parties to the circumstances and investigation will maintain complete confidentiality to protect the children involved and the integrity of the investigation.
 - a. All questions and media inquires will be directed to the Director of Organizational Development.
9. Appropriate Leadership will contact the church insurance carrier to report the allegations as soon as is reasonably possible, not later than 48 hours after the Suspicion of Child Abuse Report is submitted.
10. Failure to report a suspicion of child abuse by a Coast Hills staff member will result in discipline up to and including termination of employment.

Acknowledgement of Family Life Abuse Prevention Policy and Procedures

I have read and I understand the Abuse Prevention Policy and Procedure at Coast Hills Church. I agree to abide by these regulations and I understand that my choices and conduct directly impact the Gospel message of Jesus Christ, Coast Hills Church, and most importantly, the life of the kids/students for whom I am accepting responsibility. I willingly submit to the spiritual authority of the Family Life staff and Coast Hills leadership.

I understand that a church community is built on trust. I agree not to violate that trust and abuse my authority to take advantage of any student. I also understand that as a church volunteer or staff member that there may be opportunities outside of church-sponsored activities where I am with students from church and I understand that the expectation is that my behavior in these circumstances would also comply with these policy and procedures as it is a reflection on our church body and the Gospel of Christ.

Signed acknowledgement

Name (Print): _____

Signature: _____

Date: _____

Position (check one):

Staff Member Volunteer Leader Volunteer Helper Other _____

Suspicion of Child Abuse Report

Directions: Please print or type the information requested. Give the form immediately to a member of Executive Leadership upon suspicion of child abuse.

General information	Minor's Information/incident
Your Name:	Minor's Name:
Your Title:	Address:
Phone Extension:	Phone:
Other Phone:	Present Location of Minor:
Parent/Guardian who dropped off the minor:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
How did the information become known to you?	Birthdate: _____ Age: _____
Any siblings you're aware of? List:	Date/time of incident:
Does the alleged perpetrator have current access to the minor(s)?	City where incident occurred:
Relationship of alleged perpetrator:	Location where the incident occurred:

Type of abuse: Sexual Physical Neglect Emotional _____

Other: _____

Fully describe the nature and extent of the abuse (be behaviorally specific and avoid general or vague terms):

Describe any current injuries (size, location, color)

STATEMENT OF FAITH



GOD

We believe in One infinite and personal God, who eternally exists as the Father, the Son and the Holy Spirit. We believe that God is the Creator, Sustainer, Savior and Judge. While acknowledging the unity of the Godhead, we believe the Father planned salvation, the Son accomplished salvation and the Holy Spirit applies salvation.

Deuteronomy 6:4 · Isaiah 40 · Ephesians 1:3-14 · Hebrews 9:14 · 1 Peter 1:1-2 · Isaiah 43:11-13 · Revelation 20:11-15

JESUS CHRIST

We believe Jesus Christ is the unique God-Man. He was born of a virgin, lived a sinless life, died on the cross to make atonement for our sins, rose bodily from the dead and ascended to the Father's right hand. We believe the Jesus intercedes for believers as their High Priest and that He will soon return as the reigning King.

John 1:1-18 · Luke 2:1-20 · Hebrews 4:14-16 · 1 Peter 3:18 · Hebrews 10:1-18 · 1 Corinthians 15

Ephesians 1:20-22 · Revelation 19-20

HOLY SPIRIT

We believe that the Holy Spirit convicts men of their need for salvation, causes men to be born again spiritually, permanently indwells believers and He is the source of power and fruitfulness in living the Christian life.

John 16:1-15 · John 3:1-8 · Romans 8:1-16 · Galatians 5:12-26

BIBLE

We believe the Bible, consisting of the 66 books of the Old and New Testaments, to be the inspired, authoritative and inerrant Word of God. It is the final rule for faith and practice.

2 Timothy 3:15-17 · 2 Peter 1:20-21 · John 8:30-31 · Hebrews 4:12

MAN

We believe that man was created in the image of God but because Adam's sin all men are now sinners by nature and by choice and are in need of salvation. We believe that salvation is by grace alone, through faith alone, in Christ alone.

Genesis 1-3 · Romans 5:12-21 · Romans 3:21-26 · Ephesians 2:8-9

CHURCH

We believe that Jesus Christ is the head of the church, which is His body, composed of all true believers who are to be the salt and light of the world. We believe that the church exists to glorify God through worship, ministry, evangelism, fellowship and discipleship. The mission of the church is to fulfill the Great Commission.

Matthew 16:15-18 · Ephesians 1:20-22 · Matthew 22:36-40 · Matthew 28:18-20

CHRIST'S RETURN

We believe in the second coming of Jesus Christ. He will return bodily to earth to establish His Kingdom. Unbelievers will be judged and spend eternity separated from God in hell and believers will be rewarded with eternal fellowship with God in heaven.

Acts 1:9-11 · Revelation 19-22 · Philippians 3:20-21 · 1 Thessalonians 4:14-17