



LEADERSHIP APPLICATION FORM



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PERSONAL DETAILS

Name: _____ DOB: ____ / ____ / ____

Address: _____

_____ Postcode: _____

Contact Phone Number: _____ Mobile: _____

Email: _____

School / University details and year: _____

Place of Employment: _____

MEDICAL AND EMERGENCY

In case of an emergency contact - (please provide two names and phone numbers):

1: _____

2: _____

Please give details of any health conditions or allergies:

Medicare Number: _____

Medical / Hospital Fund: _____ Number: _____

Name of Family Doctor: _____ Phone Number: _____

CHURCH INVOLVEMENT

When did you start attending your church? _____

What ministry area do you / are you interested in serving? _____

EXPERIENCE AND/OR TRAINING

Do you have any qualifications and/or previous experience with ministry in a local church? If so, please provide detail:

Give details of any training you have already undertaken which equips you for ministry:

Do you have a current First Aid certificate? **Yes / No** Level: _____ Date Expires: _____

Do you hold a Bronze Medallion or similar aquatic qualification? **Yes / No** Date Expires: _____

Details: _____

Do you hold any other certificates or qualifications? _____

WORKING WITH CHILDREN CHECK & COCWA TRAINING

All volunteers (who are over 18) that work with children and / or youth (under 18 years of age), are required to apply for a Working With Children (WWC) card. The aim of this process is to screen out people who have a history of abusing or exploiting children, and/or violence or dishonesty. It is targeted to positions that have direct contact with young people.

You will be required to apply for a WWC card prior to joining a team. Please note that a conviction doesn't mean automatic exclusion. The information contained in a WWC check will only be used for the express purpose of screening out people who pose a risk to children/young people. You will be required to undergo COCWA Safe training at the first available opportunity.

GETTING TO KNOW YOU

We would like to get to know you! Please let us know what time and places would suit you best so that we can arrange for you to meet with one of our ministry team.

REFEREES

Please provide the names of two people to act as your referees. If you are new to our church and have come from another church, please provide the details of your previous pastor as one of your referees. These people may be contacted by telephone and/or asked to complete a written reference.

Name of referee: _____

Relationship to you: _____

Phone Number: _____ Mobile: _____

Email: _____

Other details: _____

Name of referee: _____

Relationship to you: _____

Phone Number: _____ Mobile: _____

Email: _____

Other details: _____

APPLICATION DECLARATION

In applying to be a volunteer/leader at this church, I:

- Understand the responsibilities in being a leader/volunteer within a church based ministry.
- Understand that it is my duty to protect children and young people and all people that I come into contact with.
- Accept the leadership and guidance of those to whom I am responsible.
- Have read and agree to abide by the Code of Conduct attached to this application form.
- I understand that this information will be treated confidentially and access will be given to church staff or the church leadership team.
- I acknowledge that this church may contact my referees to discuss matters relating to potential ministry. As appropriate, I acknowledge that this church may contact government agencies as deemed necessary in order to verify my suitability as a children/youth/ministry volunteer.

I declare that:

- The information contained in this application is correct to the best of my knowledge. I understand that a person making a false declaration is liable to the penalties of perjury.
- I do not have any criminal conviction which involves a crime against a minor or violence, sexual assault or provision of prohibited drugs.
- I undertake to inform a member of the ministry staff team of this church if there are any changes to the above.

Signature _____ Date _____

IF APPLICANT IS UNDER THE AGE OF 18

TO BE COMPLETED BY APPLICANT'S PARENTS / GUARDIAN

I/We: _____
(NAMES OF PARENTS / GUARDIAN)

is/are fully supportive of my/our child's _____ Leadership Application.
(NAMES OF CHILD)

I/We understand the requirements of being a leader at _____ Church working with children and I/we will undertake to help him/her fulfill these requirements. I/we understand that if my/our child fails to uphold these requirements, he/she will be withdrawn from the program at the discretion of the _____ Minister.

DETAILS OF PARENT/S OR GUARDIAN

Name/s: _____

Address: _____

Contact Phone Number: _____ Mobile: _____

Email: _____

SIGNATURE/S

Name: _____ Signature: _____

Name: _____ Signature: _____

FOR OFFICE USE ONLY

Date received: _____

Interview details: _____

Reference details: _____

Signature/s: _____

Follow up / communication: _____

TRAINING CYCLE

This Church respects and upholds your rights to privacy protection under the National Privacy Principles contained in the Privacy Act 1988 (as amended).

We collect your personal details to administer your relationship with the Church, to provide any personal ministry, and to provide you with information on Church events and ministries.

We only collect information where it is necessary to do so in order to provide a service to you or where we are required by law to do so (e.g. staff superannuation and taxation information). Without your personal details we may not be able to interact with you or provide ministry opportunities.

INFORMATION WE COLLECT

The sort of information we may collect includes:

- Name and Address.
- Phone numbers and email addresses so we can communicate with you.
- Family member details.
- Details of donations where receipts for taxation purposes are required.
- Communications you have with us (e.g. letters, prayer requests).
- Your involvement in ministries so we can provide a meaningful ministry relationship.
- Records of visits, phone calls and pastoral matters.
- Staff details for superannuation, payroll and taxation purposes.
- Information you provide in surveys, registration forms, conversations, emails and online.

We endeavour to keep personal information up to date and accurate. We will also endeavour to protect your personal information from misuse, loss or unauthorised access, modification or disclosure.

If you want a copy of this information please write to us and include the pastors/counsellors you deal with. You can request us to modify your personal data if you believe it is not accurate, complete or up to date.

DISCLOSURE

The Church will not disclose personal information about you to any person except

1. On a confidential basis to members of the Church or to those who have regular contact with the Church in connection with the church's activities in order to provide a service to you.
2. On a confidential basis to agents and other service providers that the church uses in the day to day operations of its activities such as the manager of the Church's management system; or
3. With your prior consent (for example in the church directory).

DATA STORAGE

If any personal information collected by the church is stored or managed by a third party on behalf of the church, the Church will take all reasonable steps to ensure that the personal information will be held, used and disclosed by the third party consistently with the National Privacy Principles. The service provider managing the information for the Church may store certain personal information outside Australia. You consent to the transfer of your information outside Australia by submitting your personal information to the Church.

ONLINE SECURITY

This Church seeks to ensure that all data is secured, stored and managed safely.

VIDEO RECORDING AND SECURITY CAMERAS

The Church may from time to time record video or images of services and activities for promotional, teaching and information purposes. By attending these services and activities you consent to the church taking the video and images and using and disclosing them for such purposes.

To increase security for people and the Church's property and facilities, CCTV cameras have been installed in some public areas. Any data collected will only be used for legitimate security reasons and in accordance with the church Privacy Policy and not published for any other reason.

CODE OF CONDUCT FOR LEADERS IN THE CHURCH

Through His Word God directs us to live out our ministry roles with integrity, enthusiasm, compassion and patience (2 Cor 6:3; 2 Tim 4:2; Eph 2:10). This Code of Practice provides guidelines on appropriate boundaries rather than assuming that people know what the appropriate boundaries are. The following five key areas are an overview of what is expected by those in leadership within a church environment as they exercise their ministry and in their personal lives. This code is not a set of laws but rather, the expression of love and commitment towards God as we serve and minister to His people.

1. CULTIVATE AN INCREASINGLY INTIMATE RELATIONSHIP WITH GOD

Before you are a leader, you are a follower of Jesus. We minister to others out of our relationship with God - without a relationship with Jesus that is alive and impacting the way you live. Leadership can potentially be a negative experience; a draining obligation and just another way that we try to earn the favour of God. Jesus loves you whether you are a leader or not and longs for intimacy in your relationship with him. It is important to promote a healthy relationship with God by:

- Joining regularly in the life and ministry of the church.
- Studying the Scriptures and prayer both privately and in groups.
- Giving of time and finances to the work of the church as an expression of our gratitude to God.

2. BE ACCOUNTABLE AND TRANSPARENT IN INTERACTIONS

It is vital that as a leader you are getting fed spiritually and emotionally and are well supported by others. This might come through a mentor, a small group, or accountability group. You are responsible to "feed" yourself spiritually. Being a leader does not mean that you journey alone through struggles and difficulties but rather that you are humble enough to ask for help!

As leaders of integrity we hold ourselves accountable to each other and recognize that we are responsible for our words and actions and how they might impact on others. Part of our desire to be accountable relates to utilising transparent practices in our ministry to others. We are to be seen to be doing the right thing and are responsible for our actions. In our interactions with those you minister to it is best to ensure that:

- You avoid working alone or in isolation.
- Individual or small group ministry occurs in a public place or location within visibility, and where possible involves other leaders.
- That permission from care-givers (parents/guardians) is given for ministry to children and young people.
- In the event of a personal relationship developing with someone with whom you minister with or to, it is your responsibility to discuss this with your supervisor/ministry team leader, ensuring there is complete transparency before the relationship is pursued.

3. INITIATE, DEVELOP AND CULTIVATE GOOD, HEALTHY AND BALANCED RELATIONSHIPS

Relationships are key in any impacting ministry where leaders are sharing and showing a love for others based on love for Jesus. Jesus' love for the untalented, uncoordinated, unlovely, challenging is unconditional. A leader's love must be based on the love that God offers us in Jesus. This means that a leader must be intentional about cultivating good healthy relationships especially with those we minister with and to.

This commitment requires you to be cautious with certain relationships, especially concerning your opposite sex, physical touch, various non-verbal communication and paying attention to an individual. Physical touch and personal attention can be very affirming and strengthening of relationships and are important for people's health and emotional well-being. However, we need to be careful that our personal attention and touching will not be misinterpreted.

Some helpful guidelines are:

- Appropriate methods of physical touch are handshakes, high fives and a pat on the shoulder.
- Ensure that physical contact is of a non-intimate nature and that it is given in an appropriate open setting.
- Personal attention should be given with caution ensuring there is transparency and an appropriate open environment.
- Care should be exercised when comforting a distressed person of any age.
- The integrity, health and balance of the relationships we share with others extends to our contact with them outside the official spheres of influence (our area of ministry). Online, sms, social contact all matter too, remembering that you are a leader at all times.
- Whilst it is recognised that healthy relationship amongst peers is necessary for personal growth and development, it is unacceptable for a leader to flirt or to use enticing behaviour, or make advances or use sexual innuendo.

4. BE A "SAFE" LEADER

We must protect the people in our care. As a leader you are responsible for the safety and well-being of all the young people and children in your care and to safeguard yourself from allegations that can arise from careless and unwise behaviour. Every child and young person is entitled to be safe and feel safe at all times. You need to make every reasonable effort to avoid acting, or failing to act, in a way which is likely to frighten or intimidate another person or compromise another's sense of physical, emotional or spiritual safety and well-being.

- Implement and observe all policies and procedures that ensure the safety and well-being of others.
- Be committed to stand against pornography and not use it in any form.
- Be committed to the prevention of child abuse and to be an agent of healing and justice, ensuring that children and young people are nurtured and protected from spiritual, emotional, physical and sexual abuse.
- Avoiding language that may be misunderstood, or that bullies, threatens, belittles, humiliates or causes unnecessary offence or embarrassment.

5. LIVE AND MINISTER FAITHFULLY AND WITH INTEGRITY AND DILIGENCE

A leader will endeavour to be an example of Christ and His truth. As a leader it is important to strive to keep your public and private life above reproach and be committed to choosing a lifestyle that is Godly, knowing that your preferences, choices and character influence those whom you lead.

Leaders in the church as expected to:

- Dress respectfully and modestly at all times, not just when on stage or during ministry time.
- Displaying behaviours and attitudes that are above reproach when interacting with others.
- Be welcoming and affirming of others as individuals who are precious in God's sight, avoiding any appearance of favouritism or 'special' relationships with those under your care.
- Prepare well, being ready and organised for that which you are responsible for ensuring too that the people depending on you also have what they need from you.
- Refrain from gossip, sniping and avoid being excessively critical but rather seek to encourage others.
- Respect fellow leaders and the leadership team and behave accordingly. Support peers and others in ministry to the best of your ability and intent, in your words and actions both privately and publicly.
- Treat all personal information with sensitivity and confidentiality ensuring that no information will be passed on to others unless consent is first given. The only exception to this will be in the event of serious risk to life or wellbeing.
- Provide help and advice only for those problems or issues that are within the reasonable boundaries of your competence, experience and education. You need to know when you are dealing with problems that are beyond your level of competence and know when to refer on to those appointed to do so or when there is a conflict of interest.
- Exercise extreme care in ensuring you do not exploit those in your care for any reason, e.g. sexual, emotional, financial purposes or any personal gain or benefit.
- Treat those to whom you minister, and all with whom they come into contact, with compassion and respect for the human person.
- Respect the dignity of the human person, regardless of race, religion, gender, political beliefs, disability, sexual orientation, or any other difference. Be sensitive and respectful towards family and cultural traditions different from your own.
- Respect the right of all people to make their own decisions and choices in life.

APPLICATION DECLARATION

The information contained in this application is correct to the best of my knowledge.

I acknowledge that this church may contact my referees to discuss matters relating to potential ministry. As appropriate, I acknowledge that this church may contact government agencies as deemed necessary in order to verify my suitability as a children's / youth worker.

I understand that this information will be treated confidentially and access will be given only to church staff.

Signature _____ Date _____