



EMPLOYMENT APPLICATION PACKET

Thank you for your interest in employment at Bethel Church. This packet contains several forms:

Application for Employment

Complete the application in its entirety. Note that since Bethel Church is a religious organization, we ask that you share your testimony concerning your relationship with Jesus Christ. Under the category of *Work History*, please detail your current and prior positions. If there are gaps in your employment history, explain the reason for those gaps. Complete detail for *Personal References* is needed so we are able to make contact.

Scriptural and Lifestyle Statement of Commitment

Please review these documents. You will be asked to sign them only if you are offered a position.

Job Description

Please return the application, along with a **current resume**, to the Bethel office or email to veronawinkler@bethelch.com. Questions concerning the job description may be directed to the hiring supervisor at 701.232.4476.

We look forward to receiving your application and will contact you as soon as we have had an opportunity to review all responses.

Application For Employment

Please Print

Last Name _____ First Name _____ Middle Initial _____ E-mail _____

Address _____ City _____ State _____ Zip _____ Phone Number _____

Position or Type of Work Applied For _____ Rate of Pay Expected _____
 \$ _____ per _____

GENERAL INFORMATION

Are you applying for Full Time , Part Time , or Temporary work?

What days and hours are you available to work? _____

On what date are you available to start work? _____ Are you willing to work overtime? Yes No

If hired, can you verify that you have the legal right to work in the United States? Yes No

How long have you lived at your current address? _____

Are you presently on layoff from another job and subject to recall? Yes No

If so, please explain _____

Do you have any certificates or licenses which may help you qualify for this position? Yes No

If so, please list _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes No

If so, please explain (NOTE: Conviction will not necessarily disqualify applicant.)

How did you find out about this employment opportunity? _____

Please describe your relationship with Jesus Christ on an additional sheet of paper or the reverse of this page.

EDUCATIONAL BACKGROUND

| Type of School | Name and Address | How Many Years Attended | Graduated | Course or Major |
|----------------------|------------------|-------------------------|--|-----------------|
| High School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Business or Seminary | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

EMPLOYMENT EXPERIENCE

Please start with your most recent job and include all periods of employment, self-employment, job-related military service, and volunteer work.

| | | | |
|------|---------------------------------------|-----------|--------------------|
| From | Employer's Name / Address / Telephone | Start Pay | Job Title |
| To | | Last Pay | Reason for Leaving |

Describe the Work You Did

| | | | |
|------|---------------------------------------|-----------|--------------------|
| From | Employer's Name / Address / Telephone | Start Pay | Job Title |
| To | | Last Pay | Reason for Leaving |

Describe the Work You Did

| | | | |
|------|--------------------------------------|-----------|--------------------|
| From | Employer's Name / Address/ Telephone | Start Pay | Job Title |
| To | | Last Pay | Reason for Leaving |

PROFESSIONAL REFERENCES

Please do not list relatives.

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
| 1. | | |
| 2. | | |

PERSONAL REFERENCES

Please do not list relatives or former employers.

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
| 1. | | |
| 2. | | |

Please list your social media accounts

CERTIFICATION AND ACKNOWLEDGMENT

- I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.
- I authorize the church to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the church any and all information they may have concerning my previous employment. In addition, I hereby release the church, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.
- I acknowledge that, prior to or during my employment, the church may require any legal testing and / or examination, including but not limited to, medical, physical, drug and / or alcohol, psychological, and skill and aptitude.
- I also acknowledge that, if employed, both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the church and may not be modified by any oral or implied agreement.

Applicant's Signature

Date

SCRIPTURAL AND LIFESTYLE STATEMENT OF COMMITMENT

Because the fundamental basis of our existence and purpose of the church is to glorify God, and because the means of glorifying Him is revealed in Scripture, Bethel Evangelical Free Church requires that all employees in ministry service of any kind make unreserved commitment to practicing a lifestyle consistent with the following Scriptural guidelines:

Statement of Faith

1. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life. (II Timothy 3:16-17; II Peter 1:21).
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Psalm 33:6-9; John 10:30; Acts 5:3-4)
3. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross a sacrifice for our sins according to the scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Advocate. (Luke 1:26-37; I Peter 3:18; I Corinthians 15:3-8; Hebrews 8:1-2)
4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and service. (John 14:26-27, 16:5-15; Ephesians 5:18-20).
5. We believe that man was created in the image of God but fell into sin and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. (Genesis 1:27, 3:17-19; Romans 3:10-12, 5:12; Titus 3:4-7).
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God. (I Peter 1:18-19; Acts 4:10-12; John 1:12; Ephesians 2:4-5).
7. We believe that the Lord's Supper and water baptism are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as a means of salvation. (Matthew 28:17-20; I Corinthians 11:23-28; Romans 6:1-11).
8. We believe that the True Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the Head (Ephesians 4:1-6; I Corinthians 12:12-13; Colossians 1:18).
9. We believe that only those who are thus members of the true and invisible Church shall be eligible for membership in the local church. (Acts 2:42-47; Hebrews 10:24-25).
10. We believe that Jesus Christ is Lord and Head of the Church, and that every local church has the right, under Christ, to decide and govern its own affairs. (Ephesians 1:22-23; Colossians 1:18).
11. We believe in the personal and pre-millennial and imminent coming of our Lord Jesus Christ and that this "blessed hope" has a vital bearing on the personal life and service of the believer. (Acts 1:11; I Thessalonians 4:16-17; John 14:2-3; Titus 2:11-14)
12. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment. (Philippians 3:20; II Corinthians 5:1; Revelation 7:13-17; Luke 16:22-24; Revelation 21:8; II Thessalonians 1:9).
13. We believe Satan is the enemy of God and all righteousness and is at work in the world today through demonic emissaries who attack the mind, body, will, heart, and conscience. Satan is the roaring lion seeking to deceive, destroy, rule and accuse (John 8:44; Matthew 13:36-43; Ephesians 6:10-20).
14. We believe all believers are called into a life of separation from all worldly and sinful practices and to a positive, sanctified, consistent life (James 4:4; Romans 12:1-2; I John 2:15-16; II Corinthians 6:14-18).

Statement of Commitment

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Recognizing the Statement of Commitment of Bethel Evangelical Free Church, and desiring to serve God through my employment with Bethel Evangelical Free Church, I make the following unreserved commitments:

- A. SPIRITUAL REBIRTH. I believe that Jesus Christ is the Son of God (John 3:16), that He died for my sins and that God raised Him from the dead (Romans 10:10; I Corinthians 15:3; Colossians 2:13-14), and that He is the only means of salvation and eternal life (Acts 4:12). I have received Jesus Christ as my personal Savior and Lord (John 1:12-13).

- B. DOCTRINAL INTEGRITY. I agree to diligently fulfill the responsibilities set forth in the job description, work within all guidelines found in the Employee Handbook, and accept this document as the standard for daily operations. I give full affirmation and agree to accept, without reservation, the Bethel Evangelical Statement of Faith.

- C. MORAL PURITY. I understand and agree that unrepentant immorality and associated behavior is dishonoring to Jesus Christ, and therefore inconsistent with His lordship in my life & Bethel's purpose. Therefore, I commit to live my life in moral purity, rejecting the practice of immorality of any kind. Immoral behavior according to the scriptures and interpreted by the Bethel Board of Elders, shall be grounds for disciplinary action or removal from service (Romans 1:25-31; I Corinthians 6:9-20). I have also read and agree with the Bethel Marriage and Sexuality Policy which is attached.

- D. RELATIONSHIPS AND AGREEMENTS. I desire and commit to relate to other members in the Body of Christ with a spirit of humility and submission (Philippians 2:3-4), understanding and submitting to the position of leadership and spiritual authority given to some (I Thessalonians 5:12, 13; Titus 2:15-3:2; I Timothy 5:17; Hebrews 13:17). I agree to discontinue ministry of any kind at Bethel Evangelical Free Church if requested by leadership to do so, and hereby release and hold harmless from all liability Bethel Evangelical Free Church, its elders, its clergy, staff and volunteers, with regard to any decision made in acceptance or termination of ministry at this church.



Bethel Church Job Description

Job Title: Preteen Coordinator

Prepared: July 2019

Position Overview

This is a part-time coordinator position responsible to give overall leadership to Bethel's Preteen Ministries. This person is responsible to recruit, train and manage a volunteer team in order to minister to students in 5th and 6th grade. The goal of this position is to continue to implement the spiritual growth pathway for children transitioning from our Elementary Ministries (K-4th) to the Student Ministries (7th-12th).

Responsibilities

Ministry

- Enthusiastically participate on the Children's Ministry Team, collaborating with other ministries in order to implement a comprehensive and unified mission for Bethel Church.
- Work with and through the assigned department level staff to achieve the mission of Bethel Church and its Children's Ministry.
- Provide oversight and development of the Preteen volunteer leadership team.
- Provide ministry oversight, development and direction in order to disciple and evangelize Preteen families and their children.
- Oversee Sunday and weekday ministry programming for 5th to 6th graders.
- Select, review, and evaluate curriculum materials and educational tools.
- Ensure that relevant biblical teaching is provided throughout the Preteen Ministries. Ensure excellence in assimilating Preteen families and individuals new to Bethel.
- Keep current with ministry trends through reading, seminars, discussions, and conferences.
- Continue personal and professional growth through mentoring/coaching relationships.

Leadership Development

- Develop and integrate on-going training opportunities for volunteers.
- Establish regular leadership meetings with the volunteer ministry team.
- Partner with parents to facilitate the spiritual growth of children.
- Provide shepherding and spiritual encouragement to ministry leaders.
- Develop a team approach to ministry within the Preteen area of responsibility.

Administration

- Oversee the budget and finances for the ministry.
- Ensure the child/volunteer protection process is operating within current safety guidelines.
- Develop and maintain healthy team relationships with other church staff, and ministry leaders.
- Ensure excellence in communication by working collaboratively with the Communications Team.

Qualifications

Education and/or Experience

- Bachelor's Degree in a related field preferred.
- Minimum of 3 years of volunteer experience in a larger church environment.

Leadership Skills

- Must function well within a team setting and be highly collaborative and humble in approach.

Communication

- Must be a humble and gifted communicator.

Reporting Relationships

Immediate Supervisor:

- Children's Pastor

Supervises

- Preteen Ministry Volunteers

Partners with

- Ministry Leadership Team
- Administrative Staff
- Leadership Teams

Employment Status and Work Schedule

- This is a part-time (6 hrs./week) non-exempt position.