

# **Kidz Ministry - Worker Responsibilities / Requirements**

**Keep this cover sheet for your records.**

## **Spiritual Growth**

1. Your personal relationship with Christ Jesus should be the highest priority in your life and kept with utmost diligence by regular Bible reading, prayer and fellowship with the Church.
2. You are required to be regularly attending one worship service regularly at Metro Calvary Chapel.
3. You must have regularly attended Metro Calvary Chapel for six months prior to working in the Kidz ministry.

## **To Be Equipped / Edified**

1. Please attend Kidz Ministry fellowship and training opportunities that are available throughout the year.
2. You are encouraged to support, through prayer and fellowship, the children and the other Kidz Ministry volunteers.
3. Communicate with your ministry team during the week to plan and pray for your class.
4. You must attend the Kidz Ministry Orientation meeting to be involved in the Kidz Ministry.
5. You must read and agree to the "Kidz Ministry binder" guidelines for the Kidz Ministry.

## **To Be An Example**

1. As a minister to the children, you have the responsibility of representing Christ in your class. Therefore we expect that you will live out your example with the highest of Christian conduct.
2. As a minister to the children, you will be expected to abstain from all substance abuse (drugs, alcohol, etc.).
3. Be committed to your ministry. (I Timothy 4:15-16, Colossians 3:23)

## **Kidz Ministry Director**

1. Your Kidz Ministry Director is here to serve you. Take advantage of his/her experience and resources.
2. The Kidz Ministry Director carries the authority to assure that the teaching and conduct in your class is in accordance with the Scriptures and the total ministry of the church.
3. Communicate all needs (physical and spiritual), complaints, suggestions, and other important information to your Kidz Ministry Director. He/she is your representative to the Kidz Pastor.
  4. Your Kidz Ministry Director must okay all field trips and outside activity in advance.
  5. Notify your Kidz Ministry Director as soon as possible, if you are going to be absent.

## **Teaching**

1. Be prepared to teach when you arrive. Be sure you know your material well and have all your supplies. Try to have extra activities, in case the service is extended.
2. Check out your own supplies. Please do not send a child to do it.
3. Check with the Kidz Ministry Director when teaching on sensitive or mature subjects such as cults and occults, sexually oriented music, hell/damnation, Santa Claus, etc.
4. Be sure that all your subject matter is in complete harmony with the teachings of Metro Calvary Chapel.

## **To Children and Parents**

1. Work towards building relationships with those in your class.
2. Tell your class if you are going to miss a week of class, take a break, or if you are going to discontinue teaching.
3. Develop a good teacher / parent relationship.
4. The children are to be dropped off and picked up by their parent/guardian. This is for their safety and gives you a chance to meet their parent / guardian. Your class is not to be excused before service is over.
5. For safety reasons, you or an assistant need to accompany the children to the rest room.
6. Be careful with the sweets. Serve healthy snacks being sensitive to possible food allergies. Notify parents of all snacks being offered.
7. Children may not be taken off Church grounds (John Adams Middle school grounds) without proper field trip and medical forms.
  1. TWO-ADULT RULE - There must be two adults (one may be a youth) in each classroom at all times for the sake of safety and propriety.
  2. You must be at least 12 years of age or in the 6<sup>th</sup> grade to serve in the Kidz Ministry.

**Classroom**

1. Classrooms should be left clean and in order. Have the children pick up all the paper from the floor and push in chairs before they leave. The children should be included in the cleaning of the room.
2. Children must not access cabinets, cupboards, and bookshelves without teacher's permission.
3. The last person to leave the classroom should make sure the lights are turned off.
4. Supervise children with crayons and markers. Throw out used markers and crayons less than 1-1/2 inches long.
5. Clean-up supplies
6. Be in your classrooms at least 60 minutes before the service begins for prayer and final preparation.
7. Children are not to be in a classroom without a teacher under any circumstances.
8. Trash should be set outside your classroom door after service and a new trash bag placed in trash can.
9. Please leave dry erase/ chalkboards clean at the end of class. Put markers/ chalk and erasers away in cabinet before leaving the classroom.

**KIDZ MINISTRY DATA**

(Please rank your choices; i.e. 1st, 2nd, 3rd, etc.) **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I am willing to serve in the following capacities:**

- Classroom Teacher \_\_\_\_\_
- Classroom Helper \_\_\_\_\_
- Substitute only \_\_\_\_\_
- Snack Team \_\_\_\_\_
- Resource Room Team \_\_\_\_\_
- Kidz Worship Teams \_\_\_\_\_

**I am willing to serve in the following age(s):**

- Nursery (infants – age 2)
- Preschool (age 3 – kindergarten)
- Elementary (grades 1-5)
- Junior High (grades 6-8)
- High School (grades 9-12)
- Other \_\_\_\_\_

**Briefly state your beliefs on the following. *This is not a test of your Bible knowledge, but we do want to know what you believe regarding these key doctrines.***

A. Do you believe that the Bible (Old & New Testaments) is the inspired, infallible word of God?

\_\_\_\_\_

B. What is your understanding of the Trinity?

\_\_\_\_\_

C. How do you know that you are saved?

\_\_\_\_\_

D. Why should a person be baptized ?

\_\_\_\_\_

E. Why is the resurrection of Christ important?

\_\_\_\_\_

F. Do you believe that Jesus is coming again?

\_\_\_\_\_

G. Do you disagree with any of the Calvary Chapel’s “Statement of Faith” page attached to this application?

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If so, please explain?

Briefly describe your devotional life.

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What part does prayer play in your life?

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Do you have any previous experience in Kidz Ministry with Calvary Chapel or another organization?  
Please list any experience working with children or youth.

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## **Metro Calvary Chapel Kidz MINISTRY APPLICATION**

1 Corinthians 12:4-5, 12:12, 12:27 (NIV): *“There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord.” “The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ.” “Now you are the body of Christ, and each of you is a part of it.”*

As the Scriptures above teach, we each have a part in the body of Christ we encourage each member to “Get Plugged In”. Everyone involved in ministry has a great responsibility to those they serve.

1 Corinthians 4:2 (NIV) *“Now it is required that those who have been given a trust must prove faithful.”*

With the establishment of the National Child Protection Act of 1993 and the growth within our church, we have the responsibility of taking the necessary steps to protect people in our body, ‘to the best of our ability’, especially the children, the elderly, and the disabled.

Calvary Chapel touches the lives of many people through a variety of ministries. To help ensure the staff and volunteers are above reproach and to protect those who serve, as well as those being served, everyone involved in a ministry of Calvary Chapel must complete a Ministry Application, and are subject to a background check. Depending on the area of ministry, you may be required to be finger printed. If you have a previous record this does not necessarily preclude you from serving, however it may impact the area you can serve.

Once you have completed the attached Ministry Application and Waiver, please turn it in at the Kidz sign-in table located in the court yard near. Although the Ministry Application requests a photo, we will not require you to provide one at this time. However once you are called to serve we will take your photo for our records.

The processing of all documents, including the fingerprinting, will be done by designated Calvary Chapel staff and kept confidential. Your cooperation and understanding for the necessity of this requirement is greatly appreciated.

As a standard practice, many ministries require that you have been regularly attending Calvary Chapel for a minimum of 6 months prior to serving. However, one way that you can immediately get involved is to join one of our small groups. (i.e. Life Group,) A list of small groups can be found at the welcome table.

Thank you for your interest in serving!

# Metro Calvary Chapel MINISTRY APPLICATION

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

**GENERAL INFORMATION:** (please print)

Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Age: \_\_\_\_\_ (If under 18, parental signature is required) Date of Birth: \_\_\_\_\_

\_\_\_\_\_  Male \_\_\_\_\_  Female

Marital Status: \_\_\_\_\_  Single \_\_\_\_\_  Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed

Spouse's Name: \_\_\_\_\_

Kidz Names and ages: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPIRITUAL INFORMATION:**

1. Is Calvary Chapel your home church? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what services(s) do you attend?

\_\_\_\_\_

If not, where do you attend?

\_\_\_\_\_

How long have you attended?

\_\_\_\_\_

2. Please list any small group(s) you attend?

\_\_\_\_\_

\_\_\_\_\_

3. What ministries are you involved with at Calvary Chapel?

\_\_\_\_\_

\_\_\_\_\_

4. Are you a leader of any small group or ministry at Calvary Chapel? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Do you serve in any volunteer or leadership role in any organizations outside the church?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list:

\_\_\_\_\_

\_\_\_\_\_

6. What do you think your spiritual gifts are?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Please name a pastor or leader at Calvary Chapel or your previous church who could give you a reference: Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

8. Please list three people other than family members who know you and your spiritual walk:

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

9. Please briefly describe how and when you came to know the Lord:

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**WORK EXPERIENCE/TALENTS:**

1. Please list any specific talents. (Drama, singing, instruments, puppets, construction, medical, teaching, etc.)

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2. Are you currently employed? \_\_\_\_ Yes \_\_\_\_ No

3. What do you see as your strongest character quality and why?

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5. What do you see as your weakest character quality and why?

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**PERSONAL INFORMATION:**

1. What Ministry(s) are you interested in serving?

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2. Please describe why you would like to serve in this ministry.

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3. Do you have any health limitations? \_\_\_\_ Yes \_\_\_\_ No

If yes, please

describe:

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4. Have you ever been convicted of committing a crime? \_\_\_\_ Yes \_\_\_\_ No

If yes, explain:

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5. As part of your application at Calvary Chapel all potential volunteers are subject to a background check. Will you agree to a Background Check? \_\_\_\_ Yes \_\_\_\_ No

**Consent and Waiver:**

I authorize any references listed in the application to give you any information that they have regarding my character and fitness for service. I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. My signature below signifies that I have read, understand, and agree to the information in this application and I will comply with all guidelines and requirements for me to serve in ministry at Metro Calvary Chapel.

**Signature of Applicant:** \_\_\_\_\_

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

**Thank you for your willingness to serve.**