

I HAVE COMPLETED & SIGNED THE VOLUNTEER APPLICATION  
FORM, COMPLETE WITH 3 REFERENCES:

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I HAVE READ AND AGREE WITH GRACE  
COMMUNITY CHURCH'S STATEMENT OF FAITH:

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I HAVE READ AND SIGNED GRACE COMMUNITY CHURCH'S  
PRIVACY & CONFIDENTIALITY POLICY:

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I HAVE READ AND SIGNED GRACE COMMUNITY CHURCH'S  
LIFESTYLE AGREEMENT POLICY:

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This confidential application form is a necessary part of the recruitment and development of the adult volunteer staff of Grace Community Church. Because we care for our congregation, we believe it is our responsibility to seek adults that can provide healthy, safe, and nurturing relationships. Please answer these questions accordingly (please print clearly).

**NOTE: Any special concerns can be discussed individually with the ministry leaders or other pastoral staff members at Grace Community Church.**

**GENERAL INFORMATION:**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License No. (if you will be driving while volunteering): \_\_\_\_\_

**Note: If you will be driving children/youth for church functions, please also submit a photocopy of your driver's license with this application.**

Hobbies: \_\_\_\_\_

### EMERGENCY INFORMATION:

Health Conditions: \_\_\_\_\_

Allergies: \_\_\_\_\_

Health Card No.: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### MINISTRY INFORMATION/SKILLS:

Which ministries do you wish to be involved with? \_\_\_\_\_

\_\_\_\_\_

How would you like to contribute? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When would you be available to volunteer (days/evenings, times, short term etc.)? \_\_\_\_\_

\_\_\_\_\_

Describe any experience you have in the above mentioned ministries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any applicable training you have had including First Aid, CPR, Lifeguard, Food Handling, etc:

- ☐ First Aid
- ☐ CPR
- ☐ Lifeguard
- ☐ Food Handling
- ☐ Other: \_\_\_\_\_

Please list any seminars you have been to, books you have read or videos you have seen that you foresee being valuable in the aforementioned ministry: \_\_\_\_\_

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**PERSONAL INFORMATION:**

Please indicate your preferred method of relationship building:

- ☐ One on one
- ☐ In a group setting
- ☐ Participating in activities with others
- ☐ Other (explain): \_\_\_\_\_

Describe how you handle conflict and confrontation: \_\_\_\_\_

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Is there anything in your physical, emotional, educational or personal make-up that you feel may hinder your abilities to serve? \_\_\_\_\_

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What gifts, talents or abilities of yours do you feel would contribute to this ministry? \_\_\_\_\_

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Is there anything you feel could help you prepare for the challenges of serving in this ministry?

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Have you read, and do your beliefs agree with, the GCC Statement of Faith? If not, please explain: \_\_\_\_\_

\_\_\_\_\_

Briefly describe your journey of faith, including approximately when it began and where you are today in your Christian faith: \_\_\_\_\_

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

What other volunteer commitments are you involved in at Grace and/or in your community? Please include the amount of time you spend in each commitment (if any) and whether you had to discontinue for any reason: \_\_\_\_\_

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

## REFERENCES:

Please include 3 non-family references whom we will contact:

NAME	PHONE NUMBER	RELATIONSHIP TO YOU
_____	_____	_____
_____	_____	_____
_____	_____	_____

To the best of my knowledge, all information contained in this application is correct and I give my permission for those persons responsible, as designated by the Board of Directors, to interview my references and to obtain my police record check, complete with a vulnerable sector check.

\_\_\_\_\_  
*Signature* *Date*

**THE SCRIPTURE:** The sole basis of our belief is the Bible, the 66 books of the Old and New Testaments. It was uniquely, verbally and fully inspired by the Holy Spirit and was written without error in the original manuscripts. It is the supreme and final authority in faith and life in every age.

**GOD:** There is but one God, infinite in power, justice, goodness and love, the Creator of the Universe, eternally existing in three persons - Father, Son and Holy Spirit - each of whom possesses all the attributes of Deity and the characteristics of personality.

**MAN:** God created man in His own image and man, as he was originally created was innocent before God. But man chose to sin by disobeying God, and therefore was alienated from his Creator and came under divine condemnation. Thus all human beings are born with a corrupted nature and without spiritual life, and are totally incapable of pleasing God in and of themselves.

**JESUS CHRIST:** Jesus Christ our Lord is the Son of God who has eternally existed with God the Father, is truly God and one with the Father. God the Father relates to all creation through him, and through him everything was created. The Son of God came into the world by being conceived in the womb of the Virgin Mary by the Holy Spirit. He took our common human nature from Mary and joined it to his deity. He is truly and fully God and man in one person. He lived a genuine sinless human life on earth and carried out God's will perfectly. In Jesus Christ, God is fully revealed. Jesus Christ, out of love for sinful men and women, came into the world to reconcile sinners to Himself. Jesus Christ lived a sinless life and voluntarily suffered and died as our substitute to pay for our sins, thus satisfying God's justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He bodily ascended into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, makes intercession for His own. He will return to earth personally, visibly and bodily - to judge all people and establish His Kingdom.

**THE HOLY SPIRIT:** The Holy Spirit has come into the world to reveal and glorify Christ, to convict men and women of their sins, and to impart new life to all who place their faith in Christ. He indwells believers from the moment of spiritual birth, seals them until the day of redemption and empowers them to live a life pleasing to God.

**SALVATION:** Men and women are freed from the penalty for their sins and not as a result, in whole or in part, of their own works, goodness or religious ceremony, but by the unmerited favour of God alone. God declares righteous all who have repented of their sins and put their faith in Christ alone for their salvation.

**Baptism and Lord's Supper:** Jesus Christ has instructed those who believe in Him to be baptized in water as a symbol of their new birth in Christ. Baptism should be by immersion and is only for those who have personally accepted Christ. The Lord also instituted the Lord's Supper as a remembrance of His suffering, death and resurrection. Neither baptism nor the Lord's Supper has any merit in helping a person obtain eternal life.

**THE CHURCH:** All true believers make up the church worldwide and should assemble together in local churches - for worship, prayer, fellowship and teaching - become conformed to the image of Christ and to become equipped to carry out the "Great Commission" that Christ gave His followers in Matthew 28:19-20.

**THE RESURRECTION OF THE DEAD:** At physical death, the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his or her body to everlasting glory and blessing. At physical death, the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his or her body to everlasting suffering.

**FAITH AND PRACTICE:** Scripture is the final authority in all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible.

#### **INTRODUCTION**

Grace Community Church (GCC) recognizes the rights of its members and adherents to protect the confidentiality and use of all personal information in its possession. GCC

board of directors has developed a comprehensive privacy and confidentiality policy to ensure that this occurs.

### **INFORMATION GATHERED AND COLLECTED**

GCC only collects and manages the information provided to it in order to serve the needs of the congregation via communication, contact, follow-up, notifications and timely reporting on financial contributions to the charity. GCC does not actively pursue the collection of information about its members and adherents except in the following situations:

- 1) Request for personal information for the GCC telephone and contact list that is published yearly. This information is in the form of the following:
  - i) Name
  - ii) Name of Spouse and Children
  - iii) Address
  - iv) Telephone number(s)
  - v) E-mail address
  - vi) Photos and other personal information
- 2) Request for information on minor children participating in the compass and/or Vacation Bible School children's programs.
  - i) Name of Child
  - ii) Contact information on Parents or Guardians
  - iii) Information regarding any allergies or special health concerns
  - iv) Emergency Contact numbers.
- 3) Gathered and Cumulative information regarding financial giving to the registered charity
- 4) Police Checks for Volunteers

### **OBTAINING CONSENT**

GCC Privacy Policy Officer(s) will ensure that an appropriate consent form is obtained by all members and adherents prior to collecting of personal information. This may be done periodically, yearly or on an as needed basis.

### **USING PERSONAL INFORMATION**

The personal information on GCC's members and adherents will only be used for Leadership Board approved initiatives and functions. The personal information collected by GCC will not be given or sold to any third party for use via solicitation, contact or data compilation or evaluation unless expressly approved by its members.

All personal information collected either in a hard copy form or electronically will be retained for a minimum of 7 years and may be kept secure for an unlimited time period.

### **ACCESSING INFORMATION**

At any time, a member or adherent may contact GCC's Privacy Officer and request the complete list of information held on that person. A person who has provided consent for

GCC to retain their personal information, may at any time, request the withdrawal of that information upon reasonable notice subject to applicable legal, contractual or regulatory requirements.

#### **PROTECTING INFORMATION**

GCC is committed to safeguarding all personal information while in our control. GCC endeavours to maintain physical, procedural and technical security control of the confidential information gathered. This shall be done with respect to the offices and information storage facilities to prevent any loss, misuse, unauthorized access, disclosure or modification.

#### **ACCESS TO INFORMATION VIA GCC'S EMPLOYEES AND DIRECTORS**

GCC paid employees, Privacy Officer(s), directors and elders will have access to the collected information in order to carry out the functions of their jobs and the work of the charity. A comprehensive Privacy Policy Standard Operating Procedure (SOP) is on file and governs the access and use of this information to the GCC employees and volunteer staff.

### **COMPLIANCE WITH PRIVACY AND CONFIDENTIALITY POLICY**

I, \_\_\_\_\_, the undersigned, have read and agree to adhere to Grace Community Church's Privacy and Confidentiality Policy according to guidelines laid out in the above policy.

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*Signature*

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*Date*

This policy sets out standards and principles that express truth, grace and love to Christ as a condition to be part of the ministry team with Grace Community Church (hereinafter referred to as GCC) whether as a ministry leader or as a staff member (hereinafter referred to as MLSM) as it relates to authority in matters of faith and conduct.

Grace Community Church values a lifestyle conduct that reflects the following attributes:

- Practice of spiritual disciplines that focuses on an intimate relationship with the Lord, regular church attendance, time spent in prayer and devotion to Him.
- Commitment to the wholeness of the individual
  - Physical health                      1 Corinthians 6:19
  - Mental health                        Romans 12:2
  - Emotional well-being      Galatians 5:22,23
- Sexual purity including marital fidelity between one man and one woman and purity of heart and mind    Ephesians 5:3; I Thessalonians 4:3-7
- Commitment to truthfulness    Ephesians 4:15
- Integrity in following through on what one commits to doing    Ephesians 5:8-10
- Respect for the dignity and rights of others.    Galatians 3:26-29

As we commit to these values we will seek their desired end in collaboration with the Employment Standards Act and GCC values:

***Substance Use and Abuse:*** The use of alcohol is permitted within Scriptural guidelines which encourage moderation, consideration of others, and a willingness to forego freedoms out of regard for one's "weaker brother." Illicit drugs or substance abuse is strictly prohibited.

***Racial and Ethnic Diversity:*** We encourage a diverse community of believers and subscribe to the equal right of all to pursue excellence in their lives without inhibitions based on their race or ethnicity. Racial or ethnic discrimination in any form is not condoned in Scripture, is not tolerated according to federal law, and is not acceptable at GCC.

***Sexual Harassment/Assault:*** We view any form of sexual harassment, verbal and physical, as inconsistent with Biblical teaching. Harassment of MLSM is considered illegal sex discrimination and in violation of Provincial Law. Violators are subject to disciplinary action, including suspension or dismissal. Complaints should be reported immediately to the Lead Pastor or in turn to the Chair of the Leadership Board. In all cases, confidentiality will be maintained to the extent possible as required by applicable law.



**Sexual Conduct:** GCC encourages the development of healthy relationships between men and women. The practice of sexually immoral behaviour, including premarital sex, adultery, cohabitation with the opposite sex, homosexual acts, and reading or viewing of pornographic material is contrary to biblical teaching.

**Abusive Behaviour:** Any conduct, including but not limited to, physical harm or abuse, verbal abuse, threats, intimidation, harassment, or coercion, or any behaviour that threatens or endangers the health, safety, well-being of any person is prohibited.

**Honesty:** Lying, deceit, breach of trust or confidence, cheating, theft and fraud contravenes biblical principles and such behaviour should expect disciplinary action.

**Speech and Conversation:** The Scriptures teach us to “not let any unwholesome talk come out of our mouths, but only what is helpful for building others up...” Therefore, slanderous, profane, sacrilegious, obscene, or suggestive language is considered inappropriate for a MLSM.

Prior to any form of disciplinary process, we will seek to follow the principle that Jesus called us to in Matthew 18:15-17 by first approaching the person one on one and then following that to take another ‘witness’ with us in calling the offender to a place of repentance.

In the event of a violation or breach of these standards, GCC will attempt to bring about the restoration of the MLSM in order to maintain a working relationship with GCC dependent upon the nature and extent of the violation or breach. The ‘discipline’ process allows for a three-stage process, the second and third stages being at the total discretion of GCC.

### **3 Stage Discipline Process**

1. The first stage of discipline shall be a review of the behaviour by a Pastor and/or the Leadership Board Chair together with the MLSM.
2. The second stage of discipline is the ‘restorative’ process which is dependent, not only on the repentance by the individual who serves on behalf of GCC in reference to the conduct reported, but also on the nature and severity of the breach or violation. In the second stage of discipline, GCC may recommend that the MLSM undergo professional counselling and assessments and may apply a probationary period of employment or suspension of ministry to allow for the correction of the conduct or behaviour of the MLSM. When restoration is deemed complete and is determined to be successful as determined it is the sole discretion of GCC to provide ongoing support and accountability for the MLSM.
3. The third stage of discipline is the termination of the working relationship between the staff member/volunteer and GCC. As the violation of this policy by a MLSM is recognized by GCC and the MLSM as a fundamental breach of the relationship, the MLSM involved accepts that GCC may, in its sole discretion,

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terminate the relationship or ministry without notice or compensation with the MLSM.

**Sanctions**

Engagement in any behaviour contrary to GCC lifestyle values will be investigated and may be just cause for disciplinary action up to and including termination of employment / leadership / ministry.

**Declaration**

I have read and understood GCC's Lifestyle Agreement and by signing this document indicate my commitment to be governed by it as a condition of being engaged in ministry at GCC.

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*Signature*

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*Date*