

Cornerstone Evangelical Presbyterian Church

MINISTRY SCREENING APPLICATION

Thank you for indicating an interest in working at Cornerstone Evangelical Presbyterian Church (“Cornerstone”) in one of our ministries. Here at Cornerstone we are committed to providing an environment that encourages each individual in their spiritual maturity and also will:

1. Safeguard participants in Cornerstone ministries from abuse.
2. Protect Cornerstone staff and volunteers from potential allegations of abuse.
3. Limit the extent of Cornerstone’s legal risk and liability.

To these ends we have adopted a Ministry Screening process for all Cornerstone staff and volunteer applicants who will be working with special concern groups such as children, youth, the elderly and individuals with special needs.

TO THE APPLICANT: BECAUSE OF YOUR INTEREST IN WORKING WITH SPECIAL CONCERN GROUPS, WE ARE REQUESTING THAT YOU COMPLETE THIS APPLICATION AND RETURN IT IN THE ATTACHED ENVELOPE AS SOON AS POSSIBLE. PLEASE BE PROMPT AND COMPLETE WITH YOUR RESPONSE, AS YOU WILL NOT BE ABLE TO WORK WITH THESE GROUPS UNTIL WE RECEIVE YOUR APPLICATION AND THE SCREENING PROCESS HAS BEEN COMPLETED.

ANSWERS TO SOME QUESTIONS YOU MAY BE ASKING

Q1: WHAT IS INVOLVED IN THE "MINISTRY SCREENING PROCESS"?

A1: All Cornerstone staff and volunteer applicants who may be involved with special concern groups will complete the MINISTRY SCREENING APPLICATION. This application provides information used in the placement of the applicant and authorizes both personal reference and criminal and civil record checks to be conducted on the applicant. Criminal and civil record checks are conducted by Mobilize My Ministry and show all convictions of felonies and serious misdemeanors, including sex offenses.

Q2: HOW WILL IT BE DETERMINED WHETHER AN APPLICANT IS APPROVED TO WORK WITH SPECIAL CONCERN GROUPS?

A2: We are committed to placing applicants who have (i) no record of previous conviction for physical violence, or sexual or physical abuse; (ii) for whom we receive positive responses from their personal and professional references; and (iii) who meet the qualifications of the position for which they are applying.

Should information be received that is questionable, the applicant will be asked to meet with a Cornerstone Pastoral staff member to clarify the questionable issues prior to being placed in a position that relates to any of the special concern groups.

Q3: WHAT ABOUT CONFIDENTIALITY?

A3 The completed MINISTRY SCREENING APPLICATION and any subsequent information on the applicant will be available only to the Credentials Secretary, designated Cornerstone Program Staff members, and, if deemed necessary, the officers of Cornerstone Evangelical Presbyterian Church (one of whom is always the Chairman of the Personnel & Policy Committee). Once the approval process has been completed, these documents will be maintained in a secure file location. You may use the enclosed envelope to mail your application or drop it off at the church office.

Q4: WHAT CAN I DO TO HELP ENSURE SAFETY?

A4: Implement and enforce supervisory policies and procedures in your ministry area.

Follow the "two-worker" rule (two approved workers should be present during any church activity). This rule reduces the risk of sexual molestation and also reduces the risk of false accusations of abuse or molestation.

Obtain parental permission before going out alone with a child or spending time with a child in an unsupervised situation.

Use our Nursery and Early Childhood Identification procedure. Children should only be released to properly identified and preauthorized adults.

Discuss suspicious behavior, allegations, or symptoms of abuse immediately with your Cornerstone Staff representative. Any inappropriate conduct or relationships between an approved worker and a member of a special concern group should be reported to your supervisor, confronted immediately, and investigated.

Scripture directs us to be above reproach. There is a cost in safeguarding our special concern groups. However, when compared to the impact that one case of sexual abuse would have to the lives of individuals and to our overall ministry, this cost is well justified.

THANK YOU for your cooperation and assistance in maintaining this standard of excellence at Cornerstone Evangelical Presbyterian Church.

Cornerstone Evangelical Presbyterian Church MINISTRY SCREENING APPLICATION

FOR OFFICE USE ONLY:	
Application Received _____	
Member Status _____	Dept. _____
Inquiry _____	Reply _____
Reference Letters _____	_____
	(1) (2)

BOTH sides MUST be completed

Name _____ Phone(____) _____
(First) (Middle) (Last)

Address _____
Address City State Zip Code

Birth date _____ Male/Female
Month Day Year

E-Mail _____ Cell Phone (____) _____

Social Security Number: _____

Driver's License Number: _____

PLEASE SUBMIT A COPY OF LICENSE WITH APPLICATION

ALL OF THE ABOVE INFORMATION IS REQUIRED TO OBTAIN A BACKGROUND CHECK

Occupation _____

Have you ever been accused of abuse, or arrested or convicted of a crime involving violence or sexual misconduct?

If so, please explain: _____

List any other names by which you have been known (including maiden name): _____

Place of birth (city, state, county, country if other than USA): _____

Please list the names of two **non-related** references (over 18 years of age) with phone numbers, e-mail address, and complete mailing address:

1. _____

First Name Last Name

Street Address

City State Zip

(____) _____

Phone Number

E-Mail Address

Sent _____

2. _____

First Name Last Name

Street Address

City State Zip

(____) _____

Phone Number

E-Mail Address

Sent _____

Names and ages of others who are living in your home:

Spouse _____ Children _____

Others _____

Are you a member of Cornerstone Evangelical Presbyterian Church? ___ Yes ___ No

How long have you been attending? _____

Name of previous church, if any (include name, city, and state): _____

Member? ___ Yes ___ No How long did you attend? _____

Why would you like to serve at Cornerstone Evangelical Presbyterian Church? _____

In what area of ministry would you like to serve?

___ Nursery ___ Early Childhood ___ Elementary ___ Kingdom Seekers ___ VBS ___ Kid's Choirs
___ HWY 56 (Grades 5/6) ___ 7-UP (Grades 7/8) ___ Senior High ___ CCS (Cornerstone Christian School)
___ Refresh (Mothers of Preschoolers) ___ SNAP (Special Needs Adult Program) ___ Elderly/Seniors
___ Bus/Transportation ___ Military Ave ___ Missions ___ Other _____

Please list current and previous training/experience working with special concern groups, such as children, youth, and the elderly, and/or, people with special needs. (include locations, dates, etc.):

At Cornerstone: _____

Outside of Cornerstone: _____

How and when did you become a believer? Please tell of your experience with Jesus Christ: _____

What interests, talents, or gifts do you have that might be used in ministry at Cornerstone Evangelical Presbyterian Church?

APPLICANT'S STATEMENT: (Please read carefully before signing)

The information contained in this application is correct to the best of my knowledge. I authorize any references or organizations listed in this application to give you any information (including opinions) that they may have regarding my character and fitness working with special concern groups. 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 in regard to their release of information. I waive any right I may have to inspect any information provided about me by those identified on this application.

I authorize that Criminal and Civil Records Checks be conducted on me at this time and periodically hereafter, and that any information which pertains to any record of convictions contained in police files or any criminal file maintained on me whether state or local be released to Cornerstone Evangelical Presbyterian Church. In so authorizing, I release any Police Departments or Governmental Agency, Cornerstone Evangelical Presbyterian Church, or those individuals receiving the results of the check from any and all liability from such disclosure.

Applicant's Signature of Agreement: _____ Date _____