



# NORTHWEST COMMUNITY CHURCH

## Servant Application

Applicant's Name: \_\_\_\_\_

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

Pastor's/Director's Signature: \_\_\_\_\_

Northwest Community Church  
16615 N. 43<sup>rd</sup> Avenue  
Phoenix, AZ 85053  
602.978.2740  
[www.nccphx.org](http://www.nccphx.org)

It is our desire at Northwest Community Church to maintain high standards of integrity in our ministry. This application is to be completed by all those desiring a ministry position involving the supervision of minors. It is used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

Name: \_\_\_\_\_ ( \_\_\_\_\_ )  
Last (& Maiden Name) First MI (Preferred Name)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_  
mm dd yyyy

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

Address: \_\_\_\_\_  
Street City State Zip

Marital Status:  single  married

Spouse's Name: \_\_\_\_\_ # of Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Other family members that attend Northwest Community Church: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_ # of Years: \_\_\_\_\_

Do you have a personal relationship with Jesus Christ? \_\_\_\_\_

Briefly describe how you came to accept Christ as your Savior: \_\_\_\_\_

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

How long have you attended Northwest Community Church? \_\_\_\_\_

Have you followed the Lord in water baptism? \_\_\_\_\_ Are you willing to be baptized? \_\_\_\_\_

Are you currently a member of NCC? \_\_\_\_\_ Are you willing to go through the Membership Class? \_\_\_\_\_

**PLEASE CHECK THE AREAS YOU ATTEND, WHEN, AND HOW OFTEN:**

	8:30 am	10:30 am	Other Time	Regular	Sporadic	Never
Worship Service	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Growth Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Growth Group: \_\_\_\_\_

Other: \_\_\_\_\_

**WHERE WOULD YOU BE WILLING TO SERVE (check all that apply)?**

<u>AGE/GRADE PREFERENCE</u>	<u>1<sup>st</sup> Hour (Sunday)</u>	<u>2<sup>nd</sup> Hour (Sunday)</u>	<u>Wednesday PM</u>
Preschool (Babies-K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elementary (1 <sup>st</sup> -6 <sup>th</sup> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Ministries (Junior High)	<input type="checkbox"/> (Sun. Morning & Wed. Night)		
Student Ministries (High School)	<input type="checkbox"/> (Sun. Morning & Wed. Night)		
kbX	<input type="checkbox"/> (Summer Event)		

List any leadership/volunteer experiences you have had with children/students. Include all previous church work.

<u>Organization</u>	<u>Program</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any gifts, training, education or other factors that have prepared you to work with minors: \_\_\_\_\_  
 \_\_\_\_\_

Please list any other ministries you are involved in at NCC: \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES: (Must be at least 18 years old and NOT related to you.)**

If you are under 18 years of age use a parent, your discipleship group leader, and one additional reference.

(1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

(3) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS CHURCH REFERENCE (if applicable, include past 5 years):**

<u>Church Name</u>	<u>State</u>	<u>Dates</u>	<u>Contact (with phone #)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The questions listed below are a part of our interview process in order to help provide a safe and secure environment for our children. The Northwest Community Church leadership holds all information strictly confidential. Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you for your understanding.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| ▪ Are there any circumstances involving your lifestyle, health or background that pose any threat to minors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Have you ever been diagnosed or treated for depression or a mental disorder?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Have you ever used or been accused or convicted of the use or sale of illegal drugs?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Have you ever been hospitalized, treated for, or struggled with alcohol or substance abuse?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Have you ever been arrested for a criminal offense excluding minor traffic violations?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Have you ever been accused, arrested, or convicted of any sexual or abuse related crimes?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Do you or have you ever struggled with pornography?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered "yes" to any of the questions above, please explain briefly: \_\_\_\_\_

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

### APPLICANT RELEASE

The information contained in this application is correct to the best of my knowledge. I release NCC to use this information as desired for determining my qualification at this time for ministry work at NCC. I grant permission for the leadership at NCC to contact my references, present or past employers, churches, organizations or appropriate government agencies as deemed necessary in order to verify my suitability as an NCC leader. I release all such persons or entities from liability that may result or arise from NCC's collections of all such information or evaluations or its consideration of my application. I understand that the personal information in this application will be held confidential by the NCC leadership.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### LEADER COVENANT

Having committed to the ministry of teaching/leading within the NCC ministry and the habits essential for spiritual maturity,

I commit to... *[please check each box indicating you have read and agree]*

- Prepare for ministry by **growing and maturing** in my personal relationship with Christ.
- Support the leadership by **praying** for the NCC staff, leaders, and the children/students in my area.
- Continue in my personal growth and education by **participating** in leader training and/or leadership meetings when offered.
- Participate **regularly** in worship services and/or a Growth Group.
- Making choices and living a lifestyle that are both godly and "**above reproach**," knowing that my life is a model for children/students.
- Being **consistent and on time** because I am making a significant commitment and my presence is important.
- Carrying out any teaching responsibilities in accordance with the **NCC Statement of Faith that I have read and agree with.**
- I have also read and agree to practice the **NCC Kids Safety Guidelines** (Kids Ministry only).

As an NCC leader, I agree to abide by the policies of NCC and refrain from engaging in any conduct that is contrary to the teachings of the Bible.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Background Check Request Form
Servant Application

Your Full Name: First Middle Last

Other Names Used (Maiden, AKA Names, etc.):

Social Security Number: Date of Birth: / /

Driver's License Number: Driver's License State:

Current Address: City: State: Zip Code:

Current Address Since:

Previous Address: City: State: Zip Code:

Previous Address From:

Previous Address: City: State: Zip Code:

Previous Address From:

ACKNOWLEDGMENT AND AUTHORIZATION

The information contained in this application is correct to the best of my knowledge. I hereby authorize Northwest Community Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes.

Specifically I allow Northwest Community Church to request verification of social security number and address history, a national criminal search, and a national sex offender search. There will also be one additional county in one state search for applicants who have lived in Arizona less than 10 years.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Northwest Community Church or its agents.

\*\*Northwest Community Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature

Date

OFFICE USE ONLY
Date Submitted:
KM:
SM:
INITIALS

# Statement of Faith

## What NCC Believes

### **SCRIPTURES**

We believe the Holy Scriptures are verbally inspired in every word and absolutely inerrant in the original documents and are God's complete written revelation to man. We affirm that they are thus, both authoritative and sufficient in all matter of faith and practice. As the primary resource of one's spiritual growth it is the responsibility of followers of Jesus Christ to apply the truth of the Holy Scriptures to their lives.

### **GOD**

We believe that there is but one living and true God, an infinite, all-knowing Spirit, perfect in all His attributes, one in essence, eternally existing in three Persons – the Father, Son, and Holy Spirit. He is the loving, sovereign, creator and sustainer of all things, deserving of our worship and obedience.

### **JESUS CHRIST**

We believe in the deity of the Lord Jesus Christ, who is both fully God and fully man. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, and His ascension to the right hand of the Father, and His imminent personal return to Earth in power and glory.

### **THE HOLY SPIRIT**

We believe that the Holy Spirit is the third person of the triune God. As the supernatural and sovereign agent in regeneration, the Holy Spirit indwells all believers and baptizes them into the Body of Christ at the moment of their salvation. The Holy Spirit also sanctifies, instructs, illumines, empowers for service and seals each believer unto the day of redemption.

### **SALVATION**

We believe that the salvation of man, who is totally depraved and hopelessly lost, is a free gift for all who repent of their sin and put their trust in Jesus Christ and His finished work on the cross for the forgiveness of sins. This salvation is wholly of God, by grace, on the basis of the redeeming work of Jesus Christ and the merit of His shed blood, not on the basis of human merit or works. All the redeemed are kept by God's power and are thus secure in Christ forever.

### **SANCTIFICATION**

We believe that sanctification is the process of becoming more like Christ that begins at salvation and is completed when the believer reaches Heaven. At salvation the believer is justified and is declared holy by God. Through the empowering of the Holy Spirit and obedience to the Word of God, the believer is enabled to live a life of increasing holiness and growing victory over sin.

### **THE CHURCH**

We believe that the Church consists of all who have been regenerated by the Spirit, called out from the world, separated from sin and called to pursue holiness. The Church is expressed as local bodies of believers, operating under the direction of Jesus as Lord and Head of His body. The church gathers in community for corporate worship and to equip the body of believers to build up one another and in turn, serve as salt and light to the world.

### **THE FUTURE**

We believe that Jesus Christ will physically return to Earth and that this return is imminent. This promise of His return should unite, comfort, and motivate all believers to holy living. Christ will bring His Kingdom to completion with His return by judging the world in righteousness and fulfilling His promise to His people. His future work on Earth will conclude with the destruction of all evil and the creation of a new Heaven and Earth. After death, man will exist eternally in a real physical place; either united with God in Heaven or separated from God in Hell.

1. An adult or teen working with children should NEVER be alone with a child.
2. Lanyards must be worn at all times by NCC Kids leaders to identify them as authorized leaders in the rooms. If a lanyard is forgotten, a temporary one must be obtained from the area coordinator/director.
3. The following applies to parents who wish to enter a classroom to help acclimate their child:
  - Only one parent per family at a time.
  - There must be an adult leader in the room at all times.
  - The parent may stay for a maximum of 10 minutes.
  - If the parent wishes to stay longer, he/she must return to the "Check-In Area" to get a guest badge and an adult leader must be in the room with the parent at all times.
4. All other classroom guests must fill out a "Classroom Guest" form with coordinator approval and receive a guest badge at the "Check-In Area." There must be an adult leader in the room with a guest at all times.

### **Restroom Safety Reminders**

In order to ensure the safety of the children and protect our leaders and church community from false accusations, the following guidelines have been set:

Nursery (birth – 2 year olds):

- a. Diapers are to be changed by females only.
- b. Diapers are to be changed in a public area in view of other leaders.

Preschool (2 year olds - Kindergarten):

- a. Only females are to take children to the bathroom.
- b. Leave the bathroom door ajar and stand outside the door in view of other leaders.
- c. Minimal or no adult assistance.
- d. Only one child in the bathroom at a time.

Elementary (grades K or 1 – 6) children using Cook Center restrooms:

- a. All children must be accompanied to the restrooms by an adult leader (18 yrs. or older).
- b. Adult male leaders may escort 2 or more boys to the restroom. Check first to see if anyone is in the restroom. Only after the restroom is completely vacated should the children enter. Remain outside the restroom with the door propped open. No adult assistance is needed.
- c. Adult female leaders may escort 2 or more girls to the restroom. Check first to see if anyone is in the restroom. Only after the restroom is completely vacated should the children enter. Remain outside the restroom with the door propped open. No adult assistance is needed.
- d. An adult leader should NEVER enter the restroom alone with the children.
- e. Only one child per restroom stall.

\*Situations may arise when these standards cannot be met. In such cases the adult in charge will use his/her best judgment in assigning appropriate supervision. When in question regarding the above guidelines, contact the coordinator or director of the area for clarification.