

# Children's Ministries Application

Dear Children's Ministry Partner Applicant,

Thank you for your interest in serving as a volunteer in Children's Ministries (CM) at Cheyenne Hills Church. Our goal is to help you discover your passion and giftedness in ministry as a member of the CM team. Statistics show that approximately 80% of all adult Christians become believers before the age of 18. You have an incredible opportunity to make a difference in the lives of children.

Attached is a packet of information that we ask you to read and fill out. For insurance purposes, it is necessary that we do a background check for anyone 18 years of age and older when working with children. We also appreciate your diligence in providing 3 references, preferably at least one of which attends Cheyenne Hills Church. Please be assured that all information will be kept safe and confidential and please turn the forms back into the person you received them from. Once the application has been processed, one of our team members will reach out with next steps.

Thank you for choosing CM as your service area. We look forward to helping you fulfill your call to service and working shoulder-to-shoulder to glorify God and His vision for families.

Joyfully in Christ,

Tiffany L. Erickson  
Children's/JH Director  
terickson@cheyennehills.org  
(office) 307-778-6431 Ext: 4459

Application for service in  
Children's Ministries at Cheyenne Hills Church

**Confidential**

This application is to be completed by all applicants for any position (voluntary or compensated) involving the supervision or custody of minors. All information listed below is considered confidential.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(First, Middle, Maiden, Last)

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

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

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

Have you personally accepted Jesus Christ as your Lord and Savior? \_\_\_ Yes \_\_\_ No

How long have you been attending Cheyenne Hills Church? \_\_\_\_\_

List previously attended churches. Please including the name and location of church(es) if applicable:

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

List gifts, callings, training, education or other factors that have prepared you for service with children:

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

**Character References:** Please list 3 adults who are NOT related to you and have a definite knowledge of your character. At least 1 CHC attender preferred.

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Length of time known \_\_\_\_\_

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

\*Email: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Length of time known \_\_\_\_\_

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

\*Email: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Length of time known \_\_\_\_\_

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

\*Email: \_\_\_\_\_

**\*It is important to include a phone number and an email of your reference so that we are able to communicate with them.**

The disturbing and traumatic rise of physical and sexual abuse of children has claimed attention of our nation and society. The following policies reflect our commitment to provide protective care of all children, youth and volunteers who participate in CHC sponsored activities.

1. Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children or youth.
2. Volunteers should observe the "two person" rule. This requires that volunteers are never alone with children without a partner.
3. Volunteers should immediately report any behaviors which seem abusive or inappropriate to the Children's Director.
4. All volunteers eighteen and older are required to have a background check approved before being allowed to serve with children.

Please answer each question. Your response will be kept fully confidential.

1. Have you ever been convicted of or plead guilty to a crime?

Yes                       No

(If yes, please describe on a separate sheet)

2. Is there any circumstance or pattern in your life, which would make it inappropriate for you to serve with minors or would compromise the integrity of Cheyenne Hills Church?

Yes                       No

If yes, please explain:

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### **Applicant's Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any contacts in this application to give all information they may have regarding my character and fitness in this ministry. I release all such references from liability for any damage that may result from furnishing such evaluations, and I waive any right that I may have to inspect such references provided on my behalf.

Should my application be accepted, I agree to be bound by the constitution, by-laws, and policies of Cheyenne Hills Church, Cheyenne, Wyoming, and refrain from unscriptural conduct in the performance of my services on behalf of Cheyenne Hills Church.

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

Please print name: \_\_\_\_\_

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

## WHAT WE BELIEVE at CHEYENNE HILLS CHURCH

It is important that we are unified in the following beliefs that are held by the larger body of Cheyenne Hills Church. If you have questions or concerns about any of these, please reach out to the Children's Director who would love to discuss and work through this with you.

### THE WORD OF GOD

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

### THE TRINITY

We believe that there is one living God, eternally existing in three persons, that these are equal in divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

#### *God the Father*

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love.

We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

#### *Jesus Christ*

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit.

We believe in his virgin birth, sinless life, miracles and teachings.

We believe in his substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for his people and personal visible return to the earth.

#### *The Holy Spirit*

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ.

We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher, and guide.

#### *Regeneration*

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation.

We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

### THE CHURCH

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members.

We believe in the local church consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship.

We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

### TWO "ORDINANCES"

We believe that the Lord Jesus Christ has committed two ordinances (decrees or prescribed religious rites) to the local church; Baptism and

Communion (or the Lord's Supper).

We believe that Christian Baptism is immersion of a believer in water into the name of the triune God.

We believe that Communion was instituted by Christ for commemoration of his death.

We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

### LAST THINGS

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of his kingdom.

We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

### GUIDING PRINCIPLES

The Bible is our standard

Prayer fuels ministry

Our personal life with Christ is the best thing we have to offer others

We will not tolerate immorality in our leadership

We will maintain open, honest relationships on our teams and ask forgiveness when we hurt another person

I agree with the above foundational statements of Cheyenne Hills Church.

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

# CHILDREN'S MINISTRY FOUNDATIONS

## Mission:

Our deepest desire is that every child would grow up to find their identity and purpose in Christ alone. (Ephesians 1: 5-10)

## Vision:

To provide an intentionally designed opportunity for children to **explore, engage and be empowered** in their walk with God.

## The 3 E's:

- **Explore** the love of Christ through scripture so that children can see who they are in God's eyes.
- **Engage** them in learning the gospel, in hopes of a Spirit-led faith commitment to Jesus Christ and a life-long relationship with Him.
- **Empower** them to discover their God-given gifts and be active movers for the kingdom of God.

## Philosophy:

Our philosophy is to be a point of connection between the family and the church by offering an inviting place where children are excited to come learn about Jesus (Mark 10:13-16). We aim to come alongside families to provide relationship and resources as they take on the role of primary spiritual developers in their children's lives (Deuteronomy 6:4-9). Through this partnership, we strive to build an unshakable Biblical foundation (Proverbs 22:6); amplifying the immutable truth of God's Word over the noise of this world.

## Values:



- **Make it safe:** We are dedicated to providing an environment that is as safe and loving. From the application process of volunteers to the security procedures in place, our team works diligently to ensure the safety of the children placed in our care.



- **Make it Biblical:** We are fearlessly committed to the truth of the Bible and sharing it in an age-appropriate way.



- **Make it personal:** We value building relationships with all the individuals that God places in our midst. From volunteers to parents to children, we aim to connect in authentic ways in order to find fellowship and lift one another up in our walks with God.



- **Make it together:** We value the hearts, experiences, and skills of every member of our team and the families they work with. We strive to continue building and strengthening the ministry through collaboration.

## Children's Ministry's Highlighted Policies for Volunteers:

### Discipline

Discipline within children's ministry programs at CHC consists of positive reinforcement and redirection. The use of physical punishment or harsh verbal/emotional interaction of any kind is not permitted. If neither of the positive techniques works to resolve the problem, the parent/guardian will be called to remove the child from the program. Children who are actively harming themselves, other children, or adults will not be allowed to continue and may be removed at staff discretion. Significant behavioral concerns should be reported to the Children's Director, who will discuss the problem with the child's parents.

### Child Abuse and Neglect

The state of Wyoming requires us to watch for suspected cases of abuse and or neglect. As a volunteer at CHC, you are legally obligated to report any suspected cases of abuse or neglect. If you suspect abuse or neglect of any kind, please inform the Children's Director and she will contact DFS for further investigation.

### Security

The security of children in our ministry is critically important. All children and volunteers must check in and receive a tag before attending CM programs. Parents will receive a guardian tag that needs to be returned by an individual, 18yrs of age or older, at the end of the program to pick up the child. Volunteers must receive said tag before releasing a child to that person, even if you know them. There are family situations we may not be aware of and releasing a child to someone, even a parent, who does not possess the coordinating tag, compromises the safety of that child. Only volunteers/staff members, who have gone through the application/screening process, may enter a classroom. It is important that all safety procedures be strictly followed.

I have read the above foundational statements of Cheyenne Hills Church Children's Ministry and highlighted policies. I agree to abide by these, and all other policies outlined in the Volunteer Handbook.

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

***You should expect Cheyenne Hills to:***

Present you with a vision for the children’s ministries and compelling reasons why you should subscribe to that vision.

Help you discover your place in ministry. Whether this is in CM or not, we will help you discover your unique spiritual giftedness and passion.

Support, encourage, and do everything we can to help you be successful in ministry.

Provide adequate resources, materials, supplies, training, etc. so you can focus on your ministry.

Communicate with you. We will provide regular updates so that you will be informed about all things in CM including schedules, new ministries and volunteers, activities, curriculum, etc.

Clearly communicate with you regarding your position in ministry, including what we expect you to do and feedback about how you are doing.

In the context of ministry teams, we will build community with each other. We will strive to develop a family atmosphere among teams. We will take an active interest in your life. We will encourage you and pray for you. We will hold you accountable in your walk with God. We will lift you up and help you physically if need be. We will value you, putting your needs as a person and as a child of God ahead of your responsibilities to the children’s ministry.

***We will expect you to:***

- **ADHERE** to all CHC CM policies.
- **ATTEND** trainings and meetings.
- **REPORT** abuse or suspected abuse to staff.
- **LIVE AS DISCIPLES** of Jesus. Model life with Christ for the kids to see. Your life can be a powerfully impacting witness.
- **SUBSCRIBE** to the mission, vision, and values of CHC’s CM.
- **LET YOUR YES BE YES.** Follow through on your commitments to the kids and to the ministry team. If you are signed up to help and cannot make it, please do your best to get yourself covered AND let us know ASAP so we can help find a replacement for you. Last minute cancellations are very hard for us to fill and all the kids still show up. It is not fair or fun to the other scheduled volunteers to be understaffed in the classroom. We understand that last minute situations come up, but if you know in advance that you will not be able to fulfill you scheduled Sunday let us know. Please be aware that we will swap you with another volunteer’s scheduled Sunday. In most cases it will require you to serve two Sundays in a row to make up for your missed scheduled Sunday.
- **FULFILL** the specific requirements of your ministry position.
- **ARRIVE ON TIME**, ½ hour prior to the start of your scheduled service.
- **COMMUNICATE** with us. Tell us your needs, ideas, concerns, questions, dreams, and hopes.
- **LOVE** the kids and families! Build relationships with them. Share your faith and pray for them. Encourage and listen to them.

As a CM volunteer at Cheyenne Hills Church, I agree to observe all CHC policies regarding working with children. I also agree to follow through with the above expectations to the best of my ability.

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

Signature of CHC representative: \_\_\_\_\_ Date: \_\_\_\_\_

## CM Serving Opportunities

Name \_\_\_\_\_ Phone \_\_\_\_\_

I am interested in learning more about the following positions. (Rate your preferences)

\_\_\_\_ Infants      \_\_\_\_ Walkers      \_\_\_\_ 2-yr olds      \_\_\_\_ 3-yr olds      \_\_\_\_ Pre-K  
\_\_\_\_ Kindergarten      \_\_\_\_ 1<sup>st</sup> grade      \_\_\_\_ 2<sup>nd</sup> grade      \_\_\_\_ 3<sup>rd</sup> grade      \_\_\_\_ 4<sup>th</sup> grade  
\_\_\_\_ 5<sup>th</sup>-6<sup>th</sup> boys      \_\_\_\_ 5<sup>th</sup>-6<sup>th</sup> girls      \_\_\_\_ Special needs      \_\_\_\_ Check-in/greeter      \_\_\_\_ Sub  
\_\_\_\_ Safety Monitor      \_\_\_\_ Sunday Tech      \_\_\_\_ Kid's Crew      \_\_\_\_ Large group Host  
\_\_\_\_ Special Event/FamJam Tech      \_\_\_\_ Special Event/FamJam Actor      \_\_\_\_ Special Event kitchen help  
\_\_\_\_ 101/201/other childcare (paid)

I am available to work at the following service (if more than one, please rank):

\_\_\_\_ Sunday (9:00 am)      \_\_\_\_ Sunday (11:00 am)

Children thrive on familiarity and relationships. Because we think kids deserve our very best, we ask that you serve at least every other week. If you are applying to serve in an elementary classroom, please note that is an every week commitment.

I will serve:

\_\_\_\_ every week      \_\_\_\_ every other week      \_\_\_\_ During the week (behind the scenes)      \_\_\_\_ Other: \_\_\_\_\_

Date you are available to begin serving \_\_\_\_\_

Following are some general areas that are available for you to serve during the week. Please mark all that you have interest in or would like to check out.

\_\_\_\_ Clerical/Admin  
\_\_\_\_ Staging/Props/Set Design  
\_\_\_\_ Special Events  
\_\_\_\_ Weekly supply setup  
\_\_\_\_ Photography/Video  
\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Describe special needs or circumstances you have:

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

Sometimes circumstances arise where a teammate is unable to fulfill their scheduled service time. Many times, we will be made aware of these circumstances the morning of their scheduled service. If you are scheduled in another room, that same day, please be prepared to be flexible and help in whichever room we may move you to.

## WAIVER AND RELEASE OF LIABILITY

In consideration of my participation in Children's Ministry (the "Activity") on the campus of Cheyenne Hills Church, I understand that there is some risk of injury while participating in the Activity. I acknowledge that I am agreeing to participate in the Activity of my own free will and hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in the Activity, and do hereby release and forever discharge Cheyenne Hills Church, located at 7505 US Highway 30, Cheyenne, Wyoming 82001, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

I, the undersigned participant, affirm that I am of the age of 18 years or older, and that I am freely signing this agreement. I certify that I have read this agreement, that I fully understand its content and that this release cannot be modified orally. I am aware that this is a release of liability and a contract and that I am signing it of my own free will.

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT / GUARDIAN WAIVER FOR MINORS

In the event that the participant is under the age of consent (18 years of age), then this release must be signed by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of \_\_\_\_\_, named above, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

Parent/Guardian Name: \_\_\_\_\_ Relationship to Minor: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENTAL CONCENT AND PARTNERSHIP STATEMENT

(Parent signs if you are under the age of 18)

I am aware and give permission for my son/daughter, to serve in the Children's Ministry area. I will make sure they have transportation to and from the church for their scheduled service times. Please remind your child that if they cannot serve on a scheduled weekend, they are to call as soon as they have that information. Their role is important, and replacements will need to be found. We encourage all volunteer to attend church/youth programs on a regular basis.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Permission to Obtain a Background Check

(For those 18 and older)

(This form authorizes Cheyenne Hills Church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, the undersigned applicant (also known as “consumer”), authorize Cheyenne Hills Church through its independent contractor, LexisNexis, to procure information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand and authorize Cheyenne Hills Church to obtain any or all of the above background information, at anytime, as long as I am serving in a ministry at Cheyenne Hills Church.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Cheyenne Hills Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

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

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### Identifying Information for Background Information Agency

(Also know as “Consumer Reporting Agency”)

**PLEASE PRINT LEGIBLY**

Printed Name: \_\_\_\_\_  
First Name Middle Name Last

Other Names (alias, maiden, nickname): \_\_\_\_\_

Social Security #: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Driver’s License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Ministry Area: \_\_\_\_\_