



Adult Leadership Application

*Fuel exists to see students **UNITED** as a family of believers in Christ and **IGNITED** to impact their world as they are **healed, set free, equipped, empowered, and serving God.***

What We Expect From You

Time Commitment: 6:30 - 8:30 Wednesday nights, and 1 leader meeting per month (Approx. 2 hours)

Attendance: 40 weeks out of the year

Pre-Requisites: Must be a member of Cathedral of Praise, and have gone through Cathedral 101 (register on www.cathedralofpraise.org, classes start approx. every 6 weeks)

Conduct: You are volunteering to be an example to the teens you lead and other members of the church, therefore perception is reality. No controversial, inappropriate, or unbecoming actions, including foul language, inside of Fuel or outside, in your own home or workplace, are acceptable. You are a direct reflection of this church, its leadership, and ultimately God.

Social Media - What you post, like, follow, or disclose becomes public information. Any post, like, follow, or any other type of social media association will be treated as your personal word or deed, and will be held to the same standards.

Alcohol Consumption - No public or social/group consumption of alcohol. Inevitably, someone who is part of the church or Fuel Ministry **will** see you and they **will** assume that it is your twelfth drink, even if it is your first and only. We understand that there are many stances on this topic, and we choose to take every precaution we can not to put a stumbling block in front of anyone, or alter their perception of our team and ultimately our church, and possibly hinder the work that God wants to do in their life.

Relationships/Personal Conduct - Your relationships, friendships, marriages, and personal standards and character are now on display. This doesn't mean you have to be perfect by any means, we are all on a journey, but to the best of your ability, conduct yourself outside of a Fuel service on a Wednesday night the same as you would in

one, with wisdom, integrity, good character, kindness, love, peace, patience, faithfulness, gentleness, and self-control.

Communication: Clear communication is a must. We will schedule roles and service through Planning Center Online, where you will be able to respond accordingly, and see what is in store for Wednesday night services. We don't expect you to be at everything, every time, but we do ask for a consistent commitment, to combat inconsistency in the average teen's life, and to build strong relationships. Clear communication of weeks you will not be able to attend, as well as any other issues that may come up and interfere in your commitment is expected.

What You Can Expect From Us

Pastoral Care: As part of the Fuel family, you are agreeing to come under a spiritual covering, and to submit to pastoral authority. As you care for our teens, we will care for you!

Relationships: Fuel is committed to creating a family, and that starts with our leaders. A commitment to Fuel is not just to the teens, but to buy in to doing life with other Fuel leaders. We place a high priority on relationships, and we cannot do life alone!

Training: We win when you win. We promise not to 'feed you to the wolves'. We want you to feel well-equipped wherever you are serving, and we will help you in any way possible. We will walk you through a very simple model anytime you step into a new venture:

- 1 - 'I do, You watch'
- 2 - 'We do'
- 3 - 'You do, I watch'
- 4 - 'You do'

Fun: We believe that church should be enjoyed, not endured, and the same goes for serving! We vow to do everything we can to make serving in Fuel ministry something you look forward to and gain life from.

fuel student ministries leadership application



PERSONAL [please print]

today's date _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Age _____ male female Marital status: married single

Spouse's name _____

Number of children and ages _____

Telephone: home _____ cell _____

Email address _____

Best time and method to contact _____

Why would you like to be involved as a fuel student ministries volunteer leader?

List two of your strengths:

List two of your weaknesses:

Other skills, qualifications, talents, interest and abilities:

Please check the statements that apply to you.

I believe:

_____ in the virgin birth and deity of our Lord Jesus Christ.

_____ that Jesus is God's Son and the only sacrifice for our sin.

_____ that Jesus rose bodily from the dead and now sits at the right hand of the Father in Heaven.

_____ that the Holy Bible is infallible.

_____ in eternal damnation for the lost.

_____ that a person must be born again to receive eternal life.

EMPLOYMENT

Last/current employer _____ Date: From _____ To _____

Position _____

Contact _____ phone _____

REFERENCES

Please list one personal adult reference other than relatives or employers.

Name _____ Title / Position _____

Address _____ State _____ Zip _____

Phone _____ Relationship to you _____

Please list a pastoral reference (Senior Pastor, Associate Pastor, or Small Group Leader).

Name _____ Title / Position _____

Address _____ State _____ Zip _____

Phone _____ Organization Name _____

BACKGROUND

Has your driver's license ever been suspended or revoked? _____ YES _____ NO

If yes, please explain:

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of fuel participants? _____ YES _____ NO

If yes, please explain:

If there has been alcohol abuse, drug abuse, physical or sexual abuse in your family background, what steps have you taken to minimize the impact that those issues will create for you, both now and in the future?

Check if you engage or have engaged in any of the following behaviors:

Chew or Smoke Tobacco ____ Drink Alcohol ____ Use Illegal Drugs ____ Pornography ____ Homosexuality ____

As a fuel volunteer leader, do you agree to observe all Cathedral of Praise guidelines and policies regarding serving with youth or children? _____ YES _____ NO

Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children or youth? _____ YES _____ NO

If so, provide a description of the circumstances and name and address of the entity receiving the report.

Have you ever been subjected to expulsion, reprimanded, or other discipline by a church, denomination, or other organization? _____ YES _____ NO

If so, please describe the circumstances and provide the name and address of the church, denomination or religious organization involved.

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse or sexual harassment by you? _____ YES _____ NO

If yes, give a short explanation of the complaint. Please indicate the date, nature and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint. (An affirmative answer does not automatically eliminate you from consideration.)

Have you ever been charged, arrested, or convicted of a felony or misdemeanor? _____ YES _____ NO

If yes, give a short explanation of incident. Please indicate the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number. (An affirmative answer does not automatically eliminate you from consideration.)

Have you ever terminated your employment or volunteer position or had your employment or volunteer position terminated or has your employer ever reprimanded you for reasons relating to allegations of physical or sexual abuse or sexual harassment by you? _____ YES _____ NO

If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time. (An affirmative answer does not automatically eliminate you from consideration.)

Have you ever been accused, disciplined or terminated from employment or a volunteer position (either through dismissal or resignation) for reasons related to an allegation of theft or mishandling of monies or company property? _____ YES _____ NO

If yes, was a police report filed? _____ YES _____ NO

Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time. (An affirmative answer does not automatically eliminate you from consideration.)

INVOLVEMENT

Please list in numerical order the ministries you are interested in serving: (no more than 3)

fuel [student ministry]

-Refer to 'Service Roles Chart' for further explanation

Sound Engineer** ____

Lighting Engineer** ____

Computer Graphics** ____

Service Director** ____

Worship Team** ____

Fuel Cafe ____

Front Desk ____

Security ____

First Look Team___

Loft Team___

Street Team___

Offering___

**** - These positions require an extra time commitment. Please ask for details!**

<u>Service Role</u>	<u>Pre-Service</u>	<u>Service</u>	<u>Post-Service</u>
Sound Engineer**	Work with worship team and service director to dial in house system, in-ear monitoring, and any other audio service elements.	Execute all audio elements of service, from worship, to transition music, to speaker microphones.	Store all equipment, clean up your area, and work with worship team to re-set the stage or console for coming events.
Lighting Engineer**	Set up any lights coming over from the Worship Center, test and program all lighting cues, and communicate with the service director and CG operator for colors and cues	Execute all lighting elements and transitions fluidly and quickly. Communicate with the service director for any mid-service changes.	Work with worship team to break-down any lighting elements, clean up your area, save and shut down computer and all fixtures.
Computer Graphics**	Load in and program all slides for worship, announcements, transitions, and message. Choose backgrounds, and communicate with the service director and lighting engineer to confirm colors, and work with the sound engineer to test all videos.	Execute all graphic elements of service, from worship, to transitions, to announcements, and videos, and message slides/elements.	Shut down both projectors and save and shut down computer. Clean up your area.

<p>Service Director**</p>	<p>Communicate with worship leader and speaker about service elements and transitions (reference PCO service order). Communicate these elements to the tech team. Run all service transitions prior to 6:30.</p>	<p>Communicate via headset with tech team any changes or tweaks during service execution. You have authority over service atmosphere and changes second only to the speaker. Run service smoothly and effectively!</p>	<p>Ensure all tech systems are properly cleaned up and shut down. Communicate with tech team, worship team, and speaker any issues or changes that would be helpful for future services.</p>
<p>Worship Team**</p>	<p>Arrive promptly, set-up if necessary, follow worship leader through rehearsal and finish by 6:15.</p>	<p>Worship! Lead well and with life, passion and integrity. When not on stage, sit toward the back or outside edges so you are not a distraction when heading up for closing worship.</p>	<p>Communicate with worship leader to clean up and/or change over the stage.</p>
<p>Fuel Cafe</p>	<p>Open cafe immediately following Pre-Service meeting. Retrieve money bag, set up candy from the fridge in the closet, and open cooler.</p>	<p>Close cafe at 7:10. Restock cooler from shelves in closet. Make note of any low supplies and email them to debra@cathedralemail.com. Join service, participate in worship and sit with the teens!</p>	<p>Join either the Loft Team or the Street Team to see teens off for the night.</p>
<p>Front Desk</p>	<p>Open front desk immediately following Pre-Service meeting. Welcome teens as they come in. Work with First Look Team to get info cards for 1st timers, and connect them with the First Look Team.</p>	<p>Join service, participate in worship and sit with the teens!</p>	<p>If there are any handouts or signups, get setup at the desk before worship ends. If not, join either the Loft Team or the Street Team to see teens off for the night.</p>

<p align="center">Security</p>	<p>Communicate with team leader immediately after service for position. Ensure that all outdoor areas are safe (teens out of parking lots, in common areas), and that inside hallways are clear.</p>	<p>Rotate positions based on team leaders call. Ensure hallways in C building are clear of teens, and ensure no teens leave service early. If they do, they either have to wait in the back until their ride arrives, or immediately drive themselves off of campus. Either way, escort them out.</p>	<p>Cover hallways and outside positions during last worship set. See teens off for the night, ensuring they are only where they are supposed to be, and operating safely around cars and parking lots.</p>
<p align="center">First Look Team</p>	<p>Work with front desk team to connect with 1st time guests. Once they start filling out their info, get them a drink of their choice from the cafe, get to know them, and start introducing them to other teens. (Guys w/ guys and girls w/ girls)</p>	<p>Stay with your 1st timer all service! Worship with them and sit with them. Try to integrate them with other teens, but either way, stay with them regardless.</p>	<p>Walk your 1st timer out, meet their parents if possible. Do your best to exchange numbers. Follow-up with a text later that night, then sometime later in the week, and finally invite them back next week!</p>
<p align="center">Loft Team</p>	<p>Connect with students in the Loft. Do your best to speak to as many teens as possible, make new connections, and strengthen existing ones.</p>	<p>Join service, participate in worship and sit with the teens!</p>	<p>See teens off from the Loft. Follow up with teens who hang around about the night, meet new teens, connect as much as possible!</p>
<p align="center">Street Team</p>	<p>Connect with students and parents outside at both ends of the breezeway outside of the Loft. Open car doors, welcome teens with your appearance and demeanor, and your words!</p>	<p>Join service, participate in worship and sit with the teens!</p>	<p>Head back outside during the last song of the worship set. Communicate with parents, let them know their student is about to head out. See students off, encourage them, and invite them back next week.</p>

<p style="text-align: center;">Offering</p>	<p style="text-align: center;">Join either the Loft Team or the Street team.</p>	<p style="text-align: center;">Be ready to receive tithes and offering (refer to Service Director for timing). Collect and count offering (place form w/ count in envelope. Count students and leaders. Use forms located inside of the Fuel Desk. Place form in Mrs. Debra's box in B bldg. Drop cash envelope in safe in B bldg.</p>	<p style="text-align: center;">Join either the Loft Team or the Street team.</p>
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** - These positions require extra time commitment and expertise. Ask for details.

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my volunteer position at any time. I authorize Cathedral of Praise and its agents to verify any information related to my application or resume. I also authorize individuals, schools, employers, and law enforcement or government officials to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so. If Cathedral of Praise accepts me as a volunteer, I understand I will be volunteering on an at-will basis for an indefinite period of time and that Cathedral of Praise may terminate my volunteer status at any time and for any reason.

Print Name

Signature

Date

Cathedral of Praise, Inc. Policy regarding Children and Youth

General Policies

Team Approach - All church activities involving children and youth will be supervised or conducted by two adults

Parental Permission – Any time a church staff member or volunteer has need to be alone with a child, parental permission is sought and obtained.

Overnight Rule - Only volunteers or staff members who have completed ministry applications and background checks may be allowed to chaperone overnight activities.

Nursery Identification – All infants/ toddlers will be signed in by parents each time they are left in the nursery rooms for any child care activity. Parents will be given a claim check at the time they leave their child and the child can only be picked up by a parent when a claim check is presented.

Behavioral Policies

Prohibited behaviors of all child/youth workers:

- Physical striking, hitting, spanking of a child/youth by a worker or volunteer is prohibited.
- Touching, fondling, kissing a child/youth in an inappropriate or sexual manner is prohibited.
- Placing yourself in a position where you are alone unsupervised with a child, without proper parental authority and reason to do so, is prohibited.
- Verbally or emotional abusive language is prohibited.

Incident Reporting

All allegations of incidents involving improper touching, physical abuse or sexual abuse of a child or youth must be brought to the attention of one of the following staff immediately:

- Virginia Williamson
- Mike Lewis

Once reported to one of the above individuals, a written incident report will be completed with the following information:

- Name of the alleged child and their parent(s).
- Name of the alleged worker/adult/other individual involved.
- Specific statement of allegations of misconduct.
- Date, time and location that the incident is alleged to have occurred.
- Witnesses or other individuals with knowledge or information about the alleged allegation. (See attached incident report form)

Notification of appropriate parental, legal, social welfare, insurance or other authorities will be made by the individual in charge of completing the incident report or his/her designee.

Response to Allegations

It will be the policy of Cathedral of Praise, Inc. to deal with all allegations of improper conduct involving children and youth with respect and dignity for all parties involved. Opportunities for spiritual and emotional support will be offered to all parties involved. Cathedral of Praise, Inc. will remain unbiased and supportive to all parties involved, recognizing that incidents of allegations are devastating to both the

accuser and the accused, and therefore the above policies or reporting will be carried out tactfully, discreetly and without bias on the part of the reporting agent.

All reports of allegations of misconduct will be confidential and reporting agents will maintain the confidentiality of all parties, to the extent allowed by law, with the exception of required reporting to parental, legal and social welfare authorities and the church's insurance and legal counsel.



A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify

information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.· **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5- OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below.	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board of Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051



Permission to Obtain a Background Check

I, the undersigned applicant (also known as “consumer”), authorize Cathedral of Praise, Inc., Cathedral Academy, Inc. or Cathedral Preschool, Inc. through its independent contractor, LexisNexis, to procure background information (also known as “consumer report and/or investigative consumer report”) about me, prior to, and at any time during, my service to the organization. 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 that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Cathedral of Praise, Inc., Cathedral Academy, Inc. or Cathedral Preschool, Inc., 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: _____

Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)

Print Full Name:

Other Names Used (alias, maiden, nickname): _____ Gender:

Current Address:

Street/PO Box	City	State	Zip Code	County	Dates
_____	_____	_____	_____	_____	_____

Former Address:

Street/PO Box	City	State	Zip Code	County	Dates
_____	_____	_____	_____	_____	_____

Social Security Number: _____ Daytime Phone Number:

Driver’s License Number: _____ State of Issuance: _____ Date of Birth: _____