



**ATTEND • SERVE • GROW**

# **VOLUNTEER APPLICATION**

Be a part of serving our family here at Calvary Chapel Lebanon



**Calvary Chapel**  
Lebanon, PA

**ARE YOU INTERESTED? HAVE QUESTIONS?  
LINDAS@CCLEB.COM OR 717.273.5633**

# Connecting Through Serving

Every believer has a special gift or gifts from God to be used in serving God's Kingdom 1 Cor. 12:7. Some are teachers, some are helpers, some are prayer warriors, some are good at organizing and coordination, and others just like to serve wherever needed. Our small part of God's Kingdom has many needs - listed below. If you feel you could be a good fit for one for these ministries please complete one of our Attend & Serve packets, found in the Narthex and return it with clearances (if required) to the drop box located in the narthex. Help completing the packet is available.

**Children's Ministry:** The young at heart individuals charged with Christ's love to pour on the most precious gift our church possesses; Children. Children's ministry teachers and helpers come from all walks of life. The young, the old, the knowledgeable, and those who have a desire to learn more. Sunday mornings and Wednesday evenings would not be possible without these unsung guardians to the future. (clearances required)

**Cleaning:** The church is full of activity on Sundays and all throughout the week. With that comes a regular need to clean behind our ministries. If you enjoy cleaning, please let us know! There is no commitment that is too small; many hands make light work.

**Clothing Ministry:** This ministry consists of folks who love to sort and provide help with seeing to the needs of those who need warm coats or clothing.

**Greeters:** The welcoming first smile seen by all attending here at Calvary. Greeters are the physical appearance of Christ's love on a Sunday morning. Whether handing out our weekly bulletin, or directing someone to a location or person at Calvary. (clearances required)

**Home Group Leaders:** These fearless leaders offer their homes or their teaching abilities to lead small groups in a home setting. (approval by pastoral staff and required reading books)

**Hospitality/Helps:** Sudden life changes can affect us all and make it difficult or near impossible to meet the demands of daily life. Our Hospitality/Help Team purposes to provide love and support to those affected by change by providing meals, running errands, helping with household chores, transportation to apts. etc.

**Prayer Team:** "We do not make requests of You because we are righteous, but because of your great mercy." Daniel 9:18 God's mercy and grace are available to us in prayer. We are so thankful for a prayer team dedicated to interceding on behalf of our church. If you would like to come together in prayer, please come and join our team. Prayer team members sometimes serve at the conclusion of Sunday morning services, or pray with our pantry line guests, in addition to praying from their own homes.

**Transportation:** Our punctual group of drivers who bring people from all over Lebanon city to Calvary for 1st and 2nd service. Our buses/vans are the only reliable and warm source of transportation available for some guests. (clearances required)

**Ushers:** Friendly assistants there to help guests to locate seats in the sanctuary, direct individuals to restrooms, family viewing spaces, and give general directions within our building. (clearances required)

**Kitchen:** Our kitchen team is responsible for preparing meals for church events, weddings, youth group, our noon meal, and other gatherings as well. The team is Servsafe certified and are also responsible for the cleaning and upkeep of the church kitchen.

**Many more opportunities available to serve in our family at Calvary Chapel Lebanon.**  
Speak to Linda Shay to see where you best fit. Call 717.273.5633 or email [LindaS@ccleb.com](mailto:LindaS@ccleb.com)

# Volunteer Application



Calvary Chapel  
740 Willow Street  
Lebanon, PA 17046

Upon completion of this application please put it, along with all appropriate clearances into the drop box located in our Narthex. Thank you for taking the time to share with us about you. We want you to know that the following information will be confidential and only shared with the appropriate pastoral staff if necessary.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Marital Status: \_\_\_\_ single \_\_\_\_ married \_\_\_\_ widowed

How long have you attended Calvary Chapel Lebanon? \_\_\_\_\_

How long have you had a personal relationship with Jesus? \_\_\_\_\_

Please check your preferred place to volunteer. Number 1-3 if more than one is desired:

• Children's Ministry	• Greeters	• Prayer Team	• Kitchen
• Cleaning	• Home Group Leader	• Transportation	•
• Clothing Ministry	• Hospitality & Helps	• Ushers	•

Are there any special issues or concerns that would have an impact on your commitment and involvement with CCLEB? (job commitment on weekends, being on call for work, health, etc.)

Have you lived in any other state in the past 10 years? **No** **Yes** If yes which one and when?

Have you ever been accused, convicted or plead guilty to a crime? **No** **Yes** (Please describe):

*Please note, per PA state laws some offenses may prevent you from volunteering with children.*

Have you ever been accused or charged with a crime, or an incident involving a child?

**No** **Yes** (please describe):

If yes, for either of these two questions, our pastors and staff will help you to find the best ministry to serve.

## **Release:**

The information contained in this application is correct to the best of my knowledge. I, undersigned, give my authorization to Calvary Chapel Lebanon to release any and all records or information relating to my working with and around minors. The church may contact the appropriate government agencies as deemed necessary in order to verify my suitability as a volunteer. I understand that the personal information will be held confidential by the professional church staff.

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

# Obtaining Clearances

All clearances need to be obtained as soon as possible. If you need assistance, contact Linda Shay (717) 273-5633 or LindaS@cclleb.com). If you have obtained any clearances from another organization, you may submit a copy.

While completing background checks, please keep record of the following:

<b>PA State Police</b>	PA State Police Criminal Record Check <a href="http://epatch.pa.gov">http://epatch.pa.gov</a>	Control number:	Date of Request:
<b>PA Child Abuse</b>	Keystone ID/Child Abuse Clearance <a href="http://www.compass.state.pa.us/cwis/public/home">http://www.compass.state.pa.us/cwis/public/home</a>	Keystone ID:	Password:
<b>FBI</b>	FBI Fingerprinting <a href="http://www.identogo.com/locations/pennsylvania">http://www.identogo.com/locations/pennsylvania</a>	Service Code: <b>1KG6ZJ</b>	NCAC Code: (this will be given to you Upon request to cover fee.)

## **PA State Police** State Criminal Record Check: Visit: <https://epatch.pa.gov/Home.isp> (Free for Volunteers)

1. You need to select "Submit a New Record Check"  
(You enter your info once as a person requesting a check, then again as the person being checked)
2. Print a copy of the result after submitting information (2 if you wish to keep one)  
Return 1 copy to CCLeb-or save as a .pdf and email results to lindas@cclleb.com

## **PA Child Abuse** Child Abuse Clearance: Visit: [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home) (Free for Volunteers)

1. You need to select "Create Individual Account".  
After you create your Keystone ID, they will email you a temporary password.
2. You will need to log into compass with the emailed password, user name and your answers to your security questions. Then it will prompt you to change your password through prompts.  
(record your ID and NEW password above)

### Once you have created a new password:

1. Close current Window and reopen the Child Welfare Portal.
2. You then need to select "Login", "Access My Clearances" enter your log-in information.
3. Select "Create Clearance Application" then follow the screens as they lead you to fill out all needed information.  
They will email your clearance — if you choose, they will also mail you a hard copy.  
Provide CCLeb with a paper copy or email a pdf to KristinaB@cclleb.com.  
Sometimes results are instant, others may take up to 2 weeks.

## **FBI** FBI Fingerprint Clearance: Visit: [www.identogo.com/locations/pennsylvania](http://www.identogo.com/locations/pennsylvania) (only if lived outside of PA within last 10 years) FEE

1. Select Digital Fingerprinting
2. Enter Volunteer service code **1KG6ZJ**
3. Select Schedule or Manage an Appointment  
Follow the screens as they lead you.
4. On the personal question screen select YES to "Do you have authorization code"  
On payment screen, enter the authorization code given to you by the office, click apply coupon.  
Print your receipt and return to the office.

**REMEMBER to take the ID you chose on the document screen for your fingerprinting appointment!**

Results will be mailed to you. Provide CCLeb with a copy.

### To get FBI clearances if lost

Email [PAUEPAccounts@us.idemia.com](mailto:PAUEPAccounts@us.idemia.com) for the UE ID

Call 717-783-6211 or 1-877-371-5422 for any questions about FBI and clearances.

To request a copy of the report you must have UE ID to do so.