



Calvary Chapel Harrisburg – West Shore

VOLUNTEER APPLICATION

– MINISTRIES –

- Academy Facility Cleaning **
- Bread Ministry
- Children's Ministry *
- Cleaning Ministry
- Greeters Ministry
- Hospitality Ministry
- Lawn Care/Grounds
- Maintenance
- Media/Video
- Security/Ushers *
- Sound/Audio
- Worship Ministry

*Requires Background Clearances – Appendix A

** Requires Employee Clearances



Calvary Chapel Harrisburg-West Shore

28 N Locust Point Rd, Mechanicsburg PA 17050

info@ccharrisburg.org 717-461-9050

Volunteer/Staff Application

Dear Servant,

Thank you for praying and considering using your gifts to edify His Kingdom. May HE be glorified!

It is our desire to provide a safe, secure & loving environment for His children of all ages, therefore we have different aspects to our Volunteer Application. To gain a better understanding of the work at Calvary Chapel Harrisburg-WS, we ask that you wait to serve/submit your application until you have been sitting under the teaching of Pastor Matt VanderVen for at least three months.

Before returning your application, please make sure that you have completed the following:

- The Volunteer Application (best of your ability)
- Ministry Guidelines signature
- Clear color copy of your Driver's License or Photo ID
- The Pennsylvania Criminal Background Check*
- The Pennsylvania Child Abuse Clearance* (Volunteer Clearance)
- FBI Criminal History Report ** (Employee Clearance)
- Three names and addresses of references - should be someone who has known you for at least a year, preferably from our church.

Please note: The last page contains instructions for clearances, if required. We request that the items applicable to you be completed within 4 weeks of turning in the main application, and dropped off at the church office.

Once you return your completed application and it has been fully processed, someone from the church office will contact the coordinators of areas in which you wish to serve, and they will notify you directly.

If you have any questions, please feel free to contact us at 717-461-9050.

By His Grace,

Pastor Matt VanderVen

Calvary Chapel Harrisburg-West Shore
 28 N Locust Point Rd, Mechanicsburg PA 17050
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Church Volunteer/Staff Application

Name:				Date of Birth:	
Address:					
City:		State:		Zip Code:	
Home Phone:				Cell Phone:	
This is our primary means of contact with you, if you prefer phone, please indicate.		Email Address:			
List any previous addresses over the last 5 years.					
List your current and previous employment for the past five years.					
Current work phone:		May we contact you at work?	Yes	No	
Marital Status:	Single	Married	Divorced	Widowed	
Name of Spouse:					
Names of Children:		Birth Dates of Children:			

List name, address, and dates of attendance of churches you have attended in the last five years.		
CHURCH NAME	ADDRESS	DATES

How Long have you been a Christian?	
Briefly give your testimony sharing how you became a Christian:	

How long have you fellowshiped at Calvary Chapel?	
Do you have any special talents, gifts, or training that you feel might be useful at Calvary Chapel? Please indicate.	

Have you previously been active in any other ministries here or elsewhere? Please list.	

Why are you interested in ministry here?	

I am interested in working in CCH/WS Ministries: Please check below.					
	Academy Facility Cleaning **		Greeters Ministry		Media/Video
	Bread Ministry		Hospitality Ministry		Security/Ushers *
	Children's Ministry *		Lawn Care/Grounds		Sound/Audio
	Cleaning Ministry		Maintenance		Worship Ministry

*Requires Background Clearances – Appendix A

** Requires Employee Clearances

We believe it is important for every person in ministry here at Calvary to have a solid Biblical understanding of important doctrines. In the space provided, please state what you believe about each subject given. Please include Scriptural support for each response. Feel free to use additional paper if necessary.

● The significance of Water Baptism:

● The significance of the Baptism of the Holy Spirit and Gifts:

● Reasons for trials and sickness (are all healed?):

● According to the teaching of the Trinity, is Jesus God? _____ Why is that important?

● Rapture of the Church – When will it take place?

● How is someone saved and how can we be sure we are saved?

● Do you disagree with any of the teachings of Calvary Chapel? Yes No

If Yes, which ones and why?

This portion of our application is to be completed by all applicants (volunteer or compensated). It is being used to help the church provide a safe and secure environment, since you will be in the midst of children and youth who participate in our programs and use our facilities. If you are uncomfortable answering any of these questions, the Pastor is willing to meet with you privately regarding the advisability of serving in this particular capacity.

Please note that all information in the following questions will be held in confidence.

1. Have you at any time ever been arrested for any reason?	Yes	No
2. Have you at any time ever been convicted of or pleaded no contest to any crime?	Yes	No
3. Are you aware of having any traits or tendencies that could posed any threat to children, youth, or others?	Yes	No

If the answer to any of the above questions is "Yes", please explain in detail:

4. Have you ever been accused of or convicted of child abuse or a criminal act involving actual or attempted molestation of a minor?	Yes	No
If the answer to the above question is "Yes", provide relevant details which may or may not affect your suitability for work with the Children and Youth Ministries. Attach separate page, if necessary.		

5. Is there anything in your background which would make it inappropriate for you to serve with children or youth or would compromise the integrity of Calvary Chapel?	Yes	No
If the answer to the above question is "Yes", provide relevant details which may or may not affect your suitability to work with Children's and Youth Ministries. Attach separate page, if necessary.		

Do you possess a current driver's license?	
Yes	Provide a CLEAR COLOR PHOTOCOPY of your Driver's License. (If you need access to a copier, please stop by the front desk on a Sunday; or the church office between 8:00 am and 4:00 pm weekdays.)
No	Provide a CLEAR COLOR PHOTOCOPY of your photo ID.

Provide three (3) references (not related to you and not related to each other) who have known you for at least one (1) year (preferably within our church fellowship.) This is mandatory, and addresses are necessary for those not in our church body.

REFERENCE #1

Name:		Relationship:	
Years Known:		Phone:	
Address:			
City:		State:	Zip Code:

REFERENCE #2

Name:		Relationship:	
Years Known:		Phone:	
Address:			
City:		State:	Zip Code:

REFERENCE #3

Name:		Relationship:	
Years Known:		Phone:	
Address:			
City:		State:	Zip Code:

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness to work with minors. I release all such references from any liability for furnishing such evaluations to you, provided they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the policies of Calvary Chapel and to refrain from any unscriptural conduct in the performance of my ministry on behalf of the church.

I FURTHER STATE I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

This is a legally binding agreement which I have read and understand.

Applicant Signature _____ Date: _____

If you are seeking to be involved serving at Calvary Chapel, it is vital that you carefully read and understand the following.

Calvary Chapel Doctrinal Statement and Style of Ministry

Calvary Chapel has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and to be confirmed into His image by the power of the Holy Spirit.

We are not a denominational church, nor are we opposed to denominations as such only their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ. We believe that the only true basis of Christian fellowship is His (Agape) love, which is greater than any differences we possess and without which we have no right to claim ourselves Christians.

In order to identify Calvary Chapel as conservative in theology and evangelical, we set forth this general statement of fundamental beliefs:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God and inerrant in the original writings.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Ghost.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His personal return in power and glory.
4. We believe that the lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.
5. We believe in the resurrection of both the saved and the unsaved; they that are saved unto the resurrection of life and they that are unsaved unto the resurrection of damnation.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

We hold to:

1. The inerrancy of Scripture.
2. The continuance today of the diversities of spiritual gifts as found in 1 Corinthians 12:4-11.
3. Simplicity in church government, rather than a complex bureaucracy.
4. A dependence upon the Holy Spirit to lead rather than fleshly promotion.
5. The pre-millennial, pre-tribulation return of Christ for His waiting Church.
6. The teaching of the Word of God in such a way that it can be applied to life as beneficial towards a growing maturity.

At any given time, certain issues become controversial in the church. We at Calvary Chapel feel it necessary to take a stand in the certain areas.

We reject:

1. The teaching of "positive confession".
2. The belief that true-Christians can be possessed by demons.
3. "Dominion theology" or "kingdom theology".
4. A fatalistic Calvinistic view, which allows no room for free will.
5. Prophecy that supersedes biblical scripture.
6. "Charismania" (the over-emphasis upon spiritual gifts, experiential signs and wonders, etc.).

In our services, we focus on a "personal relationship" with God through song, worship and prayer, and the teaching of the Word of God. We teach both expository and topical studies. We do not allow speaking loudly in tongues or the interruption of our services with prophecy if there is a Bible study in progress. It is not that we do not hold to the using of these gifts, but we believe that everything should be done decently and in order. We believe that God will not interrupt Himself. We have specific "believers' meetings" that do allow the exercise of spiritual gifts.

WE BELIEVE: Worship of God should be Spiritual. Therefore: We remain flexible and yielded to the leading of the Holy Spirit to direct our worship

WE BELIEVE: Worship of God should be inspirational. Therefore: We give a great place to music in our worship

WE BELIEVE: Worship of God should be intelligent. Therefore: Our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He would be worshipped

WE BELIEVE: Worship of God is fruitful. Therefore: We look for His love in our lives as the supreme manifestation that we have truly been worshipping Him.

Concerning evangelism, we participate and support evangelistic outreach ministries in communities all over the world. However, our main belief concerning evangelism is that "sheep beget sheep". We are convinced that as we continue to feed the flock of God by teaching them the Word of God, that they will "naturally" lead others to Christ.

MINISTRY GUIDELINES

Before you consider serving here at Calvary Chapel Harrisburg we ask that you would be prepared to commit to the following guidelines. These principles help us display a consistent standard of doctrine and lifestyle to the Body of Christ.

(I) You must be born again. (John 3:3) If you are at all uncertain about what this means please contact us. It will be our privilege to show you, in the Scriptures, what Jesus meant when He said this.

(II) You must be, in agreement with our Doctrinal Statement and our Style of Ministry. Please read those statements carefully to see if they represent your beliefs. Again, we will gladly explain anything that is unclear to you.

(III) You must consider Calvary Chapel Harrisburg your home church for you and your family. Additionally, some of the ministries here require that you fellowship with us at least three-six months before serving.

(IV) In addition to your times of ministry it is important that you consistently attend a Sunday morning service and at least one other weekly service during which you can worship and be taught.

(V) The Bible has a lot to say about the consumption and influence of alcohol and likewise legal/illegal substances. Please note this does not include physician appointed prescription drugs. According to (Ephesians 5:18) we must choose to be influenced with the Spirit of God or Alcohol/Substances. Although, the Bible does not prohibit the drinking of non-hard liquors such as wine or beer for those serving as a deacon or deaconess in the church according to (1 Timothy 3:8-9), "Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, holding the mystery of the faith with a pure conscience." As you can see the Bible is extremely clear that being intoxicated is in fact a sin, but consuming "little" alcohol for deacons and deaconess is not.

Further, the Bible specifically warns that no one is to engage in any alcohol consumption prior, or during ministry service; this was spoken of by the Lord to the prophet Ezekiel for the ministry to God in the 1000-year Millennial reign, which is yet to come (Ezekiel 44:21). As Christians we are to desire to walk after the Spirit and not the flesh. As the pastor/undershepherd of Calvary Chapel I do not want to create a stumbling block upon anyone in a legalistic manner (adding or subtracting) from God's Holy Word.

My ask is to please be modest in your consumption of alcohol for all those serving in children's ministry, ushers, greeters, sound booth and other service-oriented ministries (1 Timothy 3:8-9).

However, NO alcohol and likewise legal/illegal substances, again this does not include physician appointed prescription drugs, is allowed prior or during your church service times as per Biblical mandates referenced above. Anyone found violating this Biblical mandate will be asked to step down from serving.

The Bible asks, "Can two walk together, except they be agreed?" (Amos 3:3). We believe this is teaching us about ministry and human nature. Being effective for Christ is far easier if we are likeminded in our basic beliefs and practices. This is why we ask those who want to serve with us to compare their views with ours before attempting to minister together. Your signature below will indicate that you agree with the beliefs and guidelines stated above.

Printed Name

Signature

Date



Appendix A

Calvary Chapel Harrisburg-West Shore

28 North Locust Point Road, Mechanicsburg, PA 17050

info@ccharrisburg.org

717-461-9050

To: All Ministry Volunteers, who require a Criminal Records Background Clearance

From: Pastor Matt VanderVen

RE: **Criminal Records Background Clearances**

Dear Servants,

Part of our application process for ministry includes doing criminal record and child abuse background checks for volunteers who will be working with or around children. All who have been with us even from the beginning, including myself, have had this done.

One part of doing all that we can to prevent an abusive situation from happening to our kids is to verify that none of the volunteers working with or around the children have a prior record of child abuse. The state also requires that we keep current clearances on file. We ask that you take the time to go through these online clearances, and submit your certificates along with your application.

In order to serve, we require your permission so that we may run a check at any point in time, if necessary.

Like you, I wish the world we lived in was not so corrupt, but Jesus gives us a serious charge to any who would stumble one of His little ones. If you have any questions, please feel free to contact me at info@ccharrisburg.org or 717-461-9050.

Thanks for your understanding,

God Bless,
Pastor Matt

Criminal Records Clearance and Authorization

I, _____, hereby release any information which pertains to any record of convictions or any criminal file maintained on me whether local, state, or national.

Signature: _____

Social Security Number: _____

Date: _____

Calvary Chapel Harrisburg-West Shore

VOLUNTEER AFFIDAVIT

Your Name: _____

Thank you for desiring to serve in one of our church ministries. Outlined below are Calvary Chapel Harrisburg-WS policy and requirements necessary for individuals to participate as volunteers.

1. Completion of the Church Volunteer Application. All volunteers must fully complete the Volunteer Application.

2. Background Checks:

Prior to being able to serve as a Volunteer at CCH-WS, pursuant to the new changes in Pennsylvania Law Enacted in 2014 and effective July 1, 2015, certain volunteers must undergo the following background checks:

- A. The Pennsylvania Criminal History Check;
- B. A Child Abuse History Clearance; and
- C. An FBI Federal Criminal History Report.

Background Checks are valid for five years. If needed (financial constraints), CCH-WS will cover any costs incurred for background checks. By signing this volunteer policy, you agree that CCH-WS may submit the above referenced background checks at any time without notice. Regardless of the background checks listed above, CCH-WS reserves the right to conduct any additional background checks at its discretion.

3. Automatic Disqualification from Volunteering. Per new changes in Pennsylvania law, any individual is automatically ineligible for service if:

- a. He/she has been founded as a “perpetrator of child abuse” within the preceding five years.
- b. Additionally, a conviction for any of the below-listed crimes automatically prohibits an individual from volunteering in any capacity involving children. Please note that CCH-WS has no discretion in “waiving” ineligibility due to a past conviction. Pennsylvania statute outlines these crimes as follows:

i. An individual has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

1. Chapter 25 (relating to criminal homicide).
2. Section 2702 (relating to aggravated assault).
3. Section 2709.1 (relating to stalking).
4. Section 2901 (relating to kidnapping).
5. Section 2902 (relating to unlawful restraint).
6. Section 3121 (relating to rape).
7. Section 3122.1 (relating to statutory sexual assault).
8. Section 3123 (relating to involuntary deviate sexual intercourse).
9. Section 3124.1 (relating to sexual assault).
10. Section 3125 (relating to aggravated indecent assault).
11. Section 3126 (relating to indecent assault).
12. Section 3127 (relating to indecent exposure).
13. Section 4302 (relating to incest).
14. Section 4303 (relating to concealing death of child).
15. Section 4304 (relating to endangering welfare of children).
16. Section 4305 (relating to dealing in infant children).
17. A felony offense under section 5902(b) relating to prostitution and related offenses).
18. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
19. Section 6301 (relating to corruption of minors).
20. Section 6312 (relating to sexual abuse of children).
21. The attempt, solicitation, or conspiracy to commit any of the offenses set forth in this paragraph.

c. An individual who has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding the volunteer application.

4. If you are arrested for or convicted of an offense that would constitute grounds for disqualifying you from volunteering for any of the items listed in sections 3a, b, or c above, you must notify a Pastor with written notice within 72 hours of arrest or conviction.

5. If you are contacted by any state agency (in Pennsylvania or elsewhere) and are being investigated for child abuse, dependency or neglect OR if you have been listed as either a founder or indicated perpetrator of abuse, you must notify a Pastor within 72 hours of notice.

6. **Discretion.** CCH-WS maintains total discretion to determine who may act or serve as a volunteer.

7. Mandatory Reporting of Child Abuse by Volunteers:

As a volunteer, you are considered a mandatory reporter under Pennsylvania Child Abuse Law. If you suspect any child abuse you must contact PA ChildLine at 1-800-932-0313 and report the abuse and also report same to a Pastor. Additionally, within 48 hours of calling ChildLine a written report must also be completed at:

<https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/CY47.pdf>

CCH-WS may assist with the completion of this form.

ACKNOWLEDGEMENT OF VOLUNTEER:

I have reviewed the above referenced policy. I acknowledge and accept the responsibilities listed above, specifically those outlined in paragraphs 2, 4, 5, and 7. I agree to comply with any and all requirements set forth under Pennsylvania law Relating to volunteers and Calvary Chapel Harrisburg-WS internal policies.

By signing this acknowledgment and submitting a Volunteer Application, I verify that the statements made herein are true and correct to the best of my knowledge. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. 4904, relating to unsworn falsification to authorities.

Calvary Chapel Harrisburg – West Shore requires FBI fingerprints be completed for ministries with an asterisk*.

Please check applicable resident status:

- ☐ I verify that I have resided in Pennsylvania for the past ten (10) years.
- ☐ I verify that I have NOT resided in Pennsylvania for the past (10) years.

I have not been convicted of any of the offenses outlined in 3a, b, or c listed above in Pennsylvania or in another state, a United States territory or possession, the District of Columbia, the Commonwealth of Puerto Rico, a foreign nation, or under a former law of the Commonwealth of Pennsylvania.

I have never been named as the perpetrator of a founded report or named as the individual responsible for injury or abuse in a founded report relating to child abuse, neglect or dependency.

Date Signature

Printed Name

Signed by Ministry Leader – WITNESS (please do not leave blank) Date _____

Printed Name

Calvary Chapel Harrisburg/West Shore Serving Ministry Volunteer Clearance Instructions

All Children, Usher/Security, and Leadership Ministries need to have CLEARANCES submitted.

Your application cannot be finalized without these.

PA State Criminal Background Check – No Charge

- a. Go to: <https://epatch.state.pa.us/>
- b. Click on **New Record Check (volunteers only)**, and follow the prompts.

PA Child Abuse Clearance – No charge

- a. Go to <https://www.compass.state.pa.us/cwis/public/home>
- b. Create an individual account for the purpose of a **volunteer clearance**, saving your account name and password in a safe place for future use.
- c. You will receive an email confirmation from the state which will supply you with a temporary password to begin your application.
- d. This application will require your addresses since 1975, and names of those who lived with you.

FBI Background Check - Fingerprinting instructions – There is a \$23.85 charge for this clearance (if you have financial constraints CCH/WS will cover cost)

- a. Registration site – <https://www.identogo.com/services/live-scan-fingerprinting>
- b. Select state of PA in the scroll down option
- c. Select. Digital fingerprinting
- d. Enter **Service Code 1KG6ZJ** (volunteer)
- e. Schedule an appointment, following the prompts