



Enrichment Classes

719.278.9135 Ext 2

Fall 2010 Semester

Dear Prospective Teacher,

We appreciate your interest in teaching at High Country Enrichment Classes (HCEC). It is men and women like you, answering the Lord's call to teach that has made the program successful.

Our purpose at High Country is to assist and strengthen home schooling families while connecting people in relationships that glorify God. While our ministry functions as part of High Country Home Educators we also operate under the New Life Church Small Group Ministry. In order to do this well, we require that our teachers 1) are involved in a life-giving, Bible believing church for at least the past six months, and 2) attend leadership training and teacher meetings each semester as specified in the enclosed packet.

This packet includes:

- Teacher Information – (Review and Keep)
- Ministry Application – (Complete and Return, including 2 letters of reference)
- Class Information – (Complete and Return) – *Please turn-in one set of Class Information forms for each class you wish to offer, even if you are offering the same class for different grade levels.*

Your Ministry Application (including 2 letters of reference) and Class Information must be returned to HCEC Guest Services, Tuesdays or Wednesdays (9:00–3:00 at New Life Church), by April 7, 2010, or mailed to:

Carol Beal
PO Box 25184
Colorado Springs, CO 80936-5184
E-mail: mctmcbeal@comcast.net

Once we receive your completed paperwork, you will be contacted for an interview. Your reference and background check will then be conducted to complete the application process. If you have any questions please call Carol or me at **278-9135 ext 2**. We appreciate your heartfelt desire to join us in furthering the message of Jesus Christ in our community and look forward to the possibility of partnering with you.

In His service,

TAMMY HERNANDEZ
CLASS DIRECTOR

Important deadlines and events for Fall 2010:

- **April 7, 2010:** All Class Information paperwork due (see Teacher Checklist). *In order to assign classrooms, we must have the Class Information Packet by this date. If we do not hear from you by this date, we must assume that you are **not** planning to request to teach a class. *If your class cannot be added to the schedule due to classroom limitations, not enough interest based on parent surveys, or other reasons, you will be notified promptly.*
- **April 7, 2010:** Final application date for new teachers.
- **July 11, 2010 (Sunday): New Leader Certification** 9:00 am – 10:30 am at New Life Church in the WPC. **This is a *compulsory* training meeting for all New Teachers.** *Our Enrichment Program is set up under New Life's Small Group Ministry structure; therefore, all teachers must be small group leaders and have a coach be responsible for their class (small group). If you are not currently a small group leader, you will need to enroll for this training (spouses are also invited to attend). Childcare is provided.*
- **August 17, 2010 (Tuesday):** HCEC Leadership Training: 6:00 – 9:00 pm at New Life Church. *This is a **compulsory** training meeting for all Teachers, Lead Teachers, Vital Partners, Lunch Program Volunteers, Administrative Staff, Section Leaders and Youth Ambassadors.*
- **August 19, 2010 (Tuesday):** Student Orientation 10:00 am –12:00 pm at New Life Church. *It is essential that all teachers attend, as parents may have questions or concerns, which can be addressed with you at that time. This orientation enables the first day of class to be more effective.*
- **August 24 – November 17, 2010 (Tuesdays & Wednesdays):** Classes in session. (Every Tues. and Wed.; except for September 7 & 8th, 2010)
- **September 14, 2010 (Tuesday):** Teacher Meeting 6:30–8:00 pm at New Life Church. *This is a **compulsory** meeting for Teachers during the Fall 10 semester. Childcare is provided.*
- **October 12, 2010 (Tuesday):** Teacher Meeting 6:30–8:00 pm at New Life Church. *This is a **compulsory** meeting for Teachers during the Fall 10 semester. Childcare is provided.*

TEACHER INFORMATION

PURPOSE

Our purpose is to strengthen our families by reflecting Biblical standards in our homes and marriages, as established in Ephesians 5:21-33. We are endeavoring to raise our children in the nurture and admonition of the Lord (Ephesians 6:4) through Godly instruction in these four primary areas: spiritual training, character development, academics, and practical life skills.

Believing that children are a blessing from the Lord (Psalm 127:3), and that it is both our privilege and responsibility to train our children in the ways of God, we the High Country Home Educators group are committed to assisting one another with these responsibilities.

PHILOSOPHY OF EDUCATION

High Country Enrichment Classes (HCEC) is a diverse and flexible program sponsored jointly by High Country Home Educators and the Small Group Ministries of New Life Church. The purpose is to provide support and encouragement to the home schooling family by providing classes that supplement and compliment their own curriculum. It is a family-friendly environment where families can look forward to healthy social interaction with teachers and peers.

The program is not a "school" in the traditional sense. Our assumption is that "school" takes place in the home and our enrichment classes are designed to support families in those efforts. Students may take different classes throughout the day, as individual family needs dictate.

HCEC is directed by and organized for families of High Country Home Educators, but others are encouraged to attend as class availability permits. Classes are open to everyone who wants to come. Although we don't foresee many people signing up who are not home schooled, it is a possibility. The program is designed to foster student growth spiritually, academically, and physically. Each year the classes offered may vary as the Lord provides teachers.

The HCEC Board of Directors handles management of policies and procedures and day-to-day operation for HCEC small groups. The HCEC board is a divisional board of the High Country Home Educators Corporate Board and is therefore, governed by and accountable to it.

HCEC HONOR CODE

- You have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to serve the Body of Christ by working with us.
- While serving with HCEC, you agree to present a good appearance at all times, in both attire and behavior, striving to demonstrate Biblical standards in all situations.
- As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer and Servant/Leader.
- By providing an example in speech and action, we encourage others to grow in Christ and become ministers themselves. This Honor Code is a way of life measured by the heart and commitment of each minister in the Body of Christ. We regard it as an essential part of our development, not as an imposition of restriction.

RESPONSIBILITIES

- The small group leader (teacher) or coach is the spiritual authority in the classroom. Be accountable to her/him (this is accomplished primarily through relationship and evaluation).
- Pray for your students, your TA's, approved volunteers, and your coach each day. Remember to start each class with prayer as well as praise reports.
- Provide a supportive atmosphere in which students are able to discover and develop their spiritual gifts.
- Be a "Life Coach" to students.
- Identify and mentor future leaders in order to empower them for their ministries.
- Teachers must be familiar with all policies and procedures in the *STAFF HANDBOOK*.

POLICIES AND PROCEDURES

1. **Compensation:** High Country will pay teachers \$15.00 per hour for actual scheduled class time. Class pay is based on an average of ten students per class taught by teacher. Teacher agreements must be signed before classes begin.
 - Pay is pro-rated for teachers with classes of fewer than ten students. However, class enrollment is averaged among all classes taught by an individual teacher.
 - A teacher's own child does not count toward pay minimums but does count toward class totals for student maximums and TA requirements.
 - Teachers receive priority registration for their own children because they are the first to enroll. Although this does not guarantee that a class will be available when they register there is a greater likelihood that their children will find classes to attend while they teach. *The homework room is available for children Kindergarten age and older if you choose not to enroll them in classes while you are teaching.
 - The Teachers' Tots program is available for children under Kindergarten age. You must register your children for childcare using the Teachers' Tots Registration Form at Teacher Registration.
 - You will be expected to provide your own supplies and copies. If you need to collect a class fee for that, try to calculate the cost as closely as possible and provide the amount on the Class Information Sheet. (Cost must not exceed \$5.00 without written itemization; this is to protect both you and our families who may have several siblings taking multiple classes.) Please plan carefully as materials and copies are NOT available from the Resource Center or New Life Church.
2. **Classroom Guidelines:**
 - All Classes meet for 55 minutes. It is necessary for teachers to vacate the classroom five minutes before the hour. To ensure children and teachers are able to accomplish this, begin five minutes prior to dismissal helping children gather their belongings and complete the following:
 - ✓ Arrange chairs neatly and clean desktops.
 - ✓ Attend to White board and TV.
 - ✓ Vacuum room, as needed.
 - ✓ Set trash outside door as need arises during day (this must be done at end of day)

NOTE: Enlist the assistance of your students, encouraging servant attitudes. (Do not release children earlier than five minutes before the hour.)
3. **Substitutes:** It is essential for all teachers to recruit and submit an HCEC approved substitute for their class before the semester begins. If you know now of conflicts with your schedule and the class or meeting dates, you may wish to postpone teaching until a time of better schedule harmony. However, for those unexpected events that require a substitute; a generic lesson plan must be prepared (see attached Emergency Lesson Plan form).
4. **Class Outline:** There must be a class outline on file before the class starts. The outline is based on a 12-week semester (refer to the enclosed calendar for pertinent dates). Any changes to the class outline should be re-submitted as the semester progresses.

5. **Teacher Assistants (TA)** will be assigned to a classroom based on the following:
- Receipt of the "Teacher Assistant Request Form" by the teacher
 - Enrollment of at least ten students in the class for grades K-5, twelve students in grades 6-12 (enrollment may change within the first two weeks of the semester).
 - Pre-approval and placement by the TA Coordinators
 - As deemed necessary by the Administration
6. **Registration for classes is handled through the HCEC Registrar.**
- Only enrolled children who fit the age guidelines of the class may be in the classroom unless a written exception is granted at the time of registration.
 - It is imperative that teachers make no promises to any students about enrollment in any class but instead direct them to the Registrar.
 - If a family has a question about the child's ability to perform in a class, please discuss the issue in terms of "if you are able to enroll, an exception could be granted."

TEACHER CHECKLIST

Important events for this next year:

New Teachers Final Application Date: April 7, 2010

Complete and return the Class Information Packet Sheets to Guest Services by:

Deadline: **April 7, 2010**

- Two letters of reference attached to ministry application
- Class Information Sheet
- Administrative Information Sheet
- Emergency Lesson Plan
- Facility Request Information Sheet
- Teacher Assistant Request Form (If applicable)

In order to fully consider the commitment to teach at High Country, arrangements have been made to attend the following compulsory events:

- July 11, 2010 (Sunday) New Leader Certification** at New Life Church's WPC from 9:00 am – 10:30 am. Childcare is provided. This is for **NEW** teachers teaching for the first time at High Country.
- August 17, 2010 (Tuesday):** HCEC Leadership Training: 6:00 – 9:00 pm at New Life
- August 19, 2010 (Tuesday):** Student Orientation 10:00 am –12:00 pm.
- August 24 – November 17, 2010 (Tuesdays & Wednesdays):** classes in session (Every Tues. and Wed.; except for September 7 & 8)
- September 14, 2010 (Tuesday):** Mandatory Teacher Meeting 6:30-8:00 pm at New Life Church.
- October 12, 2010 (Tuesday):** Mandatory Teacher Meeting 6:30-8:00 pm at New Life Church.

If you have any questions about any item listed above, please do not hesitate to contact Tammy Hernandez or Carol Beal (leave a message at 278-9135 ext 2). May God richly bless you!

CLASS INFORMATION PACKET INSTRUCTIONS

Please be sure to fill out separate Class Information for each class of different titles and/or grades.

Class Information Form:

- 1. Class Title:** This is the title we will use for all paperwork referring to your class.
 - Make it concise and descriptive with a maximum of 24 characters.
 - Please keep in mind that the title also has to fit in a small class-by-grade box and long titles may need to be abbreviated.
- 2. Grades:** The grades should be in a narrow range using the following suggestions
 - K-1 (ages 5-7), 2-3 (ages 7-9), 4-6 (ages 9-12), 6-8 (ages 11-14), 9-12 (ages 14-18).
 - You may narrow even further or group differently if your class content dictates (such as grades 1-2).
- 4. Class Description:** Make this lively and appealing.
 - Putting quality into your description helps parents when deciding whether a class will fit their child's needs. Clear expectations is a primary indicator of a successful small group – our parents like knowing what to expect from a class.
 - Refer to last semester's class descriptions in the registration packet for examples.
 - Make sure class description adequately informs parents of your intended scope and sequence, particularly if there are any items that might raise questions.
- 5. Length of Class Period:**
 - This will depend on the amount of time needed to get through the materials and instruction you have prepared for your class.
- 6. & 7. Availability to Teach:**
 - While we recognize it may be difficult for you to commit without knowing what will be offered for your children at a given hour, unless there is initial commitment, a schedule cannot be prepared.
 - We will strive to make sure that every grade level has a good variety of classes from which to choose *as the Lord provides teachers*.
 - If you are being called to teach an upper-level Math class (Algebra ½ and beyond), please consider scheduling additional "interim" classes to provide continuity and progress for students during the break between semesters. This would be a separate arrangement between you and parents, but you should include the information here.
- 8. Duration of the class:**
 - This will depend on the amount of time needed to get through the materials and instruction you have prepared for your class.
 - Please keep in mind that a two semester class requires a two semester commitment not only from the teacher but from the families as well.
 - If you plan a two semester class, you will want to determine if you will allow for new students to enroll for the second semester.
- 9. Homework:**
 - Please keep in mind that when family enrolls in enrichment classes they are already sacrificing time they would ordinarily be schooling at home. With this in mind, homework should be more than busy work. Keep assignments short and stress quality over quantity.
 - Lengthy projects must be given to parents and students in writing. This will allow students an opportunity to budget their time and protect the teacher from accusations of unfair assignments.
- 10. Prerequisites:**
 - If the material you are covering requires a minimum skill level (reading, math, motor skills) or a prior class to be completed, please communicate that here.

CLASS INFORMATION PACKET INSTRUCTIONS

Please be sure to fill out separate Class Information for each class of different titles and/or grades.

Class Information Form: (continued)

11. Class Fees:

- This fee is to cover the additional expenses you might incur for copies, materials and/or necessary texts or workbooks.
- You collect class fees for your classes. Checks are made out in your name.
- You are accountable to the families you serve, so please give an explanation for all class fees.
- Please use the highest integrity if you decide to charge a class fee.

12. Class Supplies (Family):

- Please list all supplies you will need the family to provide for their student to bring to class.
- If you decide to wait and provide a more detailed list of supplies in your family letter at Student Orientation, you should give some indication as to the approximate cost here. The families have a lot to budget and plan for when they have multiple classes with various supplies and class fees.
- If you require a student workbook or text you will need to specify whether you will supply them or if the family is expected to do so.

Materials/books: If materials need to be ordered by parents, please indicate the following:

- Sources for ordering materials with addresses and/or phone numbers.
- Title of resource with edition number and author, if appropriate. (ISBN numbers prove to be the easiest way to order books.)
- Cost of materials.

15. Maximum Number of Students:

- Because we want to focus on building relationships, please prayerfully consider the appropriate number of students the Lord is calling you to teach. We want to, "light fires, not fill buckets!"
- When class enrollment is fewer than 10 students, teachers are paid at a rate of \$1.50 per paid student per semester hour. (When the teacher enrolls his/her own student, that student does not count toward your "paid students.")

Minimum Number of Students:

- Please pray about this. We believe the Lord brings just the right number of students to every class, but we also understand that you need to have a certain number of students for a quality class.
- Consider this number to be the minimum number of enrolled students you will necessitate to teach the class.

16. Teacher Assistants:

- You may request to have an assistant in your class. However, please consider the responsibilities you might assign an assistant so the assistance is warranted and they will feel their contribution brings value to the class.
- Teaching Assistant (TA) requests are filled when your class enrollment reaches 10 students for grades K-5 and 12 students for grades 6-12, a TA Vital Partner expresses interest in the position, and is officially placed by a TA Coordinator.
- Please fill out a TA Request form if applicable.

CLASS INFORMATION PACKET INSTRUCTIONS

Administrative Information Form:

1. **Childcare:** A loving, pre-school type program is available for your children under Kindergarten age and is available to teachers and Vital Partners only during their hour(s) of HCEC commitment.
 - Register your preschooler or infant with Teachers' Tots by filling out a *Teacher Tots Registration* form.
 - A supervised Homework Room is available for children Kindergarten ages through High School, if you decide not to enroll your child(ren) in a class while you are teaching. There is a \$5.00 charge per child per semester hour for Homework Room and it is for serious study in a library-like atmosphere.
2. **Substitutes:** Teachers are responsible for providing and paying their own substitutes.
 - Please list your substitute(s) and their phone numbers. (It is wise to have two.)
 - Each substitute must have an application on file and be interviewed and approved.
 - Co-teachers may share equally the pay and have built-in substitutes!
 - If your TA (Teacher Assistant) has agreed to be your substitute, you may need to help them find a substitute TA for times they are called upon to teach. (If you do not feel able to teach the class without an assistant, it is reasonable to assume that they will not feel able to teach without one either.)
 - If you are teaching multiple classes, you will need a substitute for each class you teach.
 - Please contact your sub as soon as you know that you will be unavailable to teach. This will honor them in making the necessary preparations for subbing for you.
3. **Class Outline:**
 - This is a concise description of what you expect to cover in your class throughout the semester.
 - Think of your outline as the title of a Book Chapter or daily Lesson Plan with a brief description.
 - This is a good time to explore how you will allocate your material over 12 weeks and evaluate content.

Emergency Lesson Plan Form:

- This is a generic lesson for your class that anyone could teach without prior knowledge of your class and will be held in reserve in your family file.
- It is intended to enable the class to go forward in your absence in case your prearranged substitute is also not able to teach. (This prevents canceling the class.)
- It is **not** a replacement for your having a prearranged substitute – *every teacher must have a substitute designated to cover their class in the event of an absence.*

Some basic ideas for Emergency Lesson Plans:

- Have the students share, "teach" the substitute.
- Have a book, video, story, which would give an overview of your class topic.
 - NOTE: All videos must be approved by the Administrator
- Questions sheet: Have substitute break the class up into small groups and have them discuss 2 or 3 generic questions about your subject then have each group present their ideas in the form of a song, skit, poem, or simple report. (Colleges are doing this all the time so students can develop public speaking and team building skills.)

Facility Request Form:

- Rooms will be set up for the first class of the day and we will work to schedule classes with like set-ups in the same rooms. If you must rearrange the room, please keep in mind that it will take away class time at both ends of class.
- Please work with one another to allow for smooth and gracious transitions between classes.
- Teachers are responsible for all materials and equipment not listed on the Room Set-Up form.
- It is important to teach our children to be good stewards of all that God gives us. Please take the time to reinforce this with your students by having them clean the room before they leave for the next class. This small step will bless everyone!

Your Records: When you have completed this paperwork, please make copies of it for your records and for your sub. You may wish to refer back to it on occasion.

CLASS INFORMATION

*Turn-in one set of Class Information forms for **each** class you wish to offer – even if you are offering the same class for different grade levels.*

1. Class Title (up to 18 Characters)

2. Grades (keep grade span small): K 1 2 3 4 5 6 7 8 9 10 11 12

3. Name: _____ E-Mail: _____
 Phone: _____ Cell Phone: _____
 Address: _____

4. Class Description: (Make this enticing to readers with concise, descriptive, accurate wording.)

5. Length of class period (check one): _____ One Hour/One Day _____ One Hour/Two Days
 _____ Two Hours/One Day _____ Two Hours/Two Days

6. **Preferred** day to teach (check one): _____ Tuesday _____ Wednesday
 Additional notes: _____
 _____ Tuesday and Wednesday (both days required)

7. **Available** to teach: _____ Morning only _____ Afternoon only _____ Anytime during the day
 (Please recognize the need to be flexible due to the number of classes, teachers, and limitations of facility space.)

8. Duration of this class (check one): _____ One Semester only _____ Two Semester/Full year

9. Approximate amount of homework per week: _____

10. Prerequisites for this course: _____

11. Class Fee per student per semester: _____ Purpose: _____

12. Class Supplies; supplied by the Family: _____

13. Class Supplies; supplied by the Teacher: _____

14. Regarding **previous** classes **you** have offered at HCEC, is this class a:
 _____ Duplicate of a class you offered in another term (explain) _____
 _____ Continuation of class from last semester (give previous class #) _____
 _____ Advanced version of a class you offered previously (explain) _____

15. What is the appropriate number of students for your class (including your own, if applicable)?
 Maximum _____ Minimum _____

16. Do you need a Teacher Assistant? _____ Yes _____ No
 (If you checked "yes", please fill out a Teacher Assistant Request form)

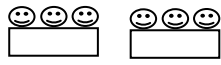
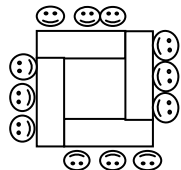

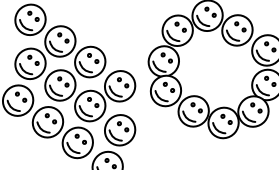
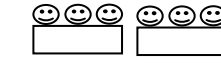
Submit this form to the Guest Services. Route to: Class Director

FACILITY REQUEST INFORMATION

Teacher Name: _____ Class Name: _____

a. Room Setup

When choosing your room setup, please keep in mind that you are sharing the room with others over a two day period. Mark an X by the option that best suits your needs.

<input type="checkbox"/> (A) Classroom Style	(A)	(B)	(C)	(D)
<input type="checkbox"/> (B) Hollow Square				
<input type="checkbox"/> (C) Theater Style				
<input type="checkbox"/> (D) Circle of Chairs				
<input type="checkbox"/> Empty Room				
<input type="checkbox"/> Kitchen				

We may have to choose the request that best reflects the needs of all the teachers using that room. You may re-arrange a room to suit your needs but please return it to its original arrangement at the end of class. We will make every effort to accommodate your request.

b. Number of chairs (including teacher & support staff): _____

c. Equipment Needs:

All rooms will have a whiteboard. (With the exception of the kitchen and room 141/143, Gym, Theater and Tag Chapel). For these rooms, this will need to be requested specifically) Please indicate other equipment needed.

Circle week(s) needed:

Overhead	_____	All	1	2	3	4	5	6	7	8	9	10	11	12
TV/VCR/DVD	_____	All	1	2	3	4	5	6	7	8	9	10	11	12
Other _____	_____													

(Any equipment needed for your class not listed above must be provided by the teacher)

Please note that every effort will be made to accommodate your wishes. Due to limited space, equipment, and staff, we ask you to be flexible and considerate in sharing rooms and equipment with other teachers.

It will be helpful to remember the following:

- We set a standard and an example for the children to follow in attitudes and actions regarding sharing.
- Any facility requests **MUST GO THROUGH** Guest Services. (If you have an urgent need during your class, send a trustworthy child with a note or place a note at the door for the hall monitor to pick up).
- Special Facility Requests during the semester regarding equipment must be submitted **in writing one week in advance**. (This protects you and the hospitality staff).
- Please pray with us as we put together our room schedule, that the facility needs of all HCEC classes will be amply met this coming term.
- Leave the room neater and cleaner than when you entered! *Let the students help clean and straighten before you leave.*

~ Plan as accurately as possible regarding your needs ~

For Office Use Only:

Room: _____ Day: _____ Time: _____

Submit this form to Guest Services. Route to: Class Director

Teacher Assistant Request

(Please complete one form for each class)

Date: _____

Class Name: _____

Grades: _____

Teacher Name: _____

Teacher Phone: _____

- ◆ Class Enrollment must be 10 students or more for grades K-5 and 12 students or more for grades 6-12 to qualify for a teacher's assistant.
- ◆ We will do our best to place a TA in your class to best fit your needs. Please list below specific needs and/ or expectations you have for a TA so she/he will be equipped to serve you well.
- ◆ I would prefer a TA who is a: Teen Adult Either

Ministry Description for Teacher Assistant: (This is the heart of how you see a TA helping you fulfill your ministry in the classroom.)

1. _____
2. _____
3. _____
4. _____
5. _____

Teacher's Special Requests (i.e., special skills, additional duties, etc.):

1. _____
2. _____
3. _____
4. _____
5. _____

Is there a specific TA you would like to request? _____

	Name
	Email
Phone	

Is this an approved HCEC TA? _____ If no, he/she will need to be approved.

Please tell us why you would like to request this particular individual. _____

Submit this form to Guest Services. Route to: Class Director

ADMINISTRATIVE INFORMATION

Teacher Name: _____ Class Name: _____

1. Do you need childcare? Yes No
(If you checked "yes", you will need to complete Teachers' Tots Registration after you receive your schedule.)

2. **Substitute Information** (required): *Please remember it is the Teacher's Responsibility to prepare for a substitute in the event of family emergency or unforeseen circumstances. This is for our records only.*

Substitute Name: _____ Phone: _____

Substitute Name: _____ Phone: _____

3. Are you willing to be a substitute for other teachers? Yes No

Day(s) Available: Tuesday Wednesday Both

Time Available: Morning Afternoon Both

Subjects you are comfortable subbing: _____

Instruction:

CLASS OUTLINE

Week 1 _____

Week 2 _____

Week 3 _____

Week 4 _____

Week 5 _____

Week 6 _____

Week 7 _____

Week 8 _____

Week 9 _____

Week 10 _____

Week 11 _____

Week 12 _____

Submit this form to Guest Services. Route to: Class Director

High Country Enrichment Classes

RC BC

719-278-9135

MINISTRY APPLICATION

Teachers, Section Leaders, Leadership Staff, Vital Partners, & Volunteers

APPLICANT INFORMATION

Name:		Phone:	
Address:			
City:		State:	Zip Code:
Email Address:			
Previous Address: (If less than 5 years)			
Social Security #: - -	<input type="checkbox"/> Male <input type="checkbox"/> Female		Ages of children:
Driver's License #:	State:	Expiration:	
Church you attend:		Length of time you have attended:	

EDUCATION

High School (Name, City, State)	College / University (Name & Degree)

MINISTRY AREA FOR WHICH YOU ARE APPLYING

<input type="checkbox"/> Teacher: <i>Please complete the attached Class Information Sheet.</i>
<input type="checkbox"/> Substitute Teacher: <i>Please list subjects</i>
<input type="checkbox"/> Volunteer ~ <i>Position desired</i> <input type="checkbox"/> Lunch Program <input type="checkbox"/> Prayer <input type="checkbox"/> Hand in Hand <input type="checkbox"/> Special Events <input type="checkbox"/> Library
<input type="checkbox"/> Vital Partner: <i>See Vital Partner & Volunteer Ministry Descriptions for details of the program.</i> <input type="checkbox"/> Teachers' Tot <input type="checkbox"/> Program Support <input type="checkbox"/> Teacher's Assistant
<input type="checkbox"/> Leadership Staff ~ ~ <i>Position desired:</i>
Day(s) Available: <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Both
Time(s) Available: <input type="checkbox"/> Morning _____ <input type="checkbox"/> Afternoon _____

SPIRITUAL GIFTS , SKILLS & INTERESTS

<input type="checkbox"/> Administration	<input type="checkbox"/> Leadership	<input type="checkbox"/> Wisdom / Insight
<input type="checkbox"/> Encouragement	<input type="checkbox"/> Praying with People	<input type="checkbox"/> Nursery/Preschool Children
<input type="checkbox"/> Helping Others	<input type="checkbox"/> Relationship Building	<input type="checkbox"/> Elementary Age Children
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Service	<input type="checkbox"/> Middle School Age Children
<input type="checkbox"/> Information Analysis	<input type="checkbox"/> Special Events	<input type="checkbox"/> High School Age Children
<input type="checkbox"/> Intercession	<input type="checkbox"/> Teaching	
<input type="checkbox"/> Other (please describe):		

PREVIOUS EXPERIENCE

Have you ever worked or volunteered at New Life Church before? Yes No

If yes, please describe: _____

List any gifts, training, education, or experiences that have prepared you to serve with High Country Enrichment Classes in the capacity for which you are applying:

PERSONAL BACKGROUND

Have you been born again? (John 3:3-8) Yes No *If yes, when?* _____

Have you received baptism in the Holy Spirit? (This is not water baptism) Yes No *If yes, when?* _____

As a result of your "born again" experience, share your personal testimony in relationship with Jesus Christ. (see Luke 9:26) *(use additional paper if necessary)* :

How did you find out about HCEC? _____

If you attend a church other than New Life, please give:

Pastor's Name: _____ Church Phone: _____

Have you attended Small Group Leadership training at New Life Church? Yes No

If yes, when? _____ *If no, would you be willing to do so in the future?* Yes No

List any previous Small Group Ministry Involvement: _____

Small Group Ministry leader's name & phone: _____

List any previous Children or Youth Ministry involvement: _____

Supervisor's/Leader's name & phone: _____

What is your greatest strength?

What is your greatest weakness?

Are you able, with or without accommodation, to perform the essential duties of this position?

Yes No *If no, please explain:* _____

Have you reviewed a job description? Yes No

Do you understand the job requirements? Yes No

PERSONAL BACKGROUND (continued)

Please indicate if you engage in any of the following behaviors:

- Chew or Smoke Tobacco Drink Alcohol Use Illegal Drugs Pornography

Have you ever been charged, arrested, or convicted of a felony, or misdemeanor?

- Yes No *If yes, please explain:* _____

Have you ever terminated your employment or had your employment terminated or has your employer ever reprimanded you for reasons relating to allegations of:

1. Theft or mishandling of monies or company property? Yes No

If yes, please explain: _____

2. Physical or sexual abuse or sexual harassment by you? Yes No

If yes, please explain: _____

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse, neglect, or sexual harassment by you?
 Yes No

If yes, please explain: _____

Has your driver's license ever been suspended or revoked? Yes No

If yes, please explain: _____

Are there any facts or circumstances involving you, your health, or your background that would adversely affect your ability to supervise, guide, and care for young people? Yes No

If yes, please explain: _____

If there has been alcohol 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? *(Use additional paper if needed.)* _____

**NEW LIFE CHURCH
DISCLOSURE AND BACKGROUND CHECK AUTHORIZATION FORM**

Department Requesting: _____

I understand that New Life Church will seek and obtain investigative reports about me as defined in the Fair Credit Reporting Act (FCRA). These investigative reports may include, but are not limited to criminal history records (from local, state and federal agencies), sexual offender's lists, wants and warrants records, and motor vehicle records. I hereby authorize, without any reservation, the full release of these records from such agencies and hereby release such agencies from any liability resulting from disclosure of this information. In addition, I release and discharge New Life Church from any expenses, losses, damages, and liabilities for the investigative process. Upon request, New Life Church will supply a copy of my reports and my rights under the FCRA. Requests may be directed to: New Life Church, Attention HR Department, 11025 Voyager Parkway, Colorado Springs, CO 80921 or by contacting New Life Church at 1-719-594-6602.

Signature ____ mm/ ____ dd/ ____ yyyy
Date

PRINT Full Name

PRINT Maiden Name ____ /mo ____ yyyy
Mo/Yr Married

PRINT All Aliases (Last Name Only)

____ mm/ ____ dd/ ____ yyyy _____
Place of Birth
Date of Birth

Social Security Number

Driver's License Number _____
State

____ mm/ ____ yyyy
Date Moved to Colorado

****If you have lived in Colorado for LESS THAN 3 YEARS, please complete the information on Page 2.**

Current Local Address:

 Street

 City State Zip

 Home Phone Number (Is this a cell phone? ___Y ___N)

Submitted By:
 New Life Church
 11025 Voyager Parkway
 Colorado Springs, CO 80921

If you have lived in Colorado for LESS THAN 3 YEARS, please fill in the following, beginning with the most recent STATE you lived in before moving to Colorado and ending with the STATE you lived in 10 years ago.

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____

Dates: From _____ To _____ Zip: _____
City: _____ State: _____ County: _____
Your Last Name during this time: _____
