



Dear Prospective Vital Partner,

Thank you for your interest in High Country Enrichment Classes (HCEC). At High Country, we rely upon the Lord to bring us brothers and sisters-in-Christ who have a desire to share their gifts and talents in furthering the message of Jesus Christ in our community. It is believers like yourself that the Lord is calling into leadership in order to be a witness for Him in the area He has placed upon your heart to serve. This enriches all areas of our ministry.

Our purpose at High Country is assisting and strengthening homeschooling families while connecting people in relationships that glorify God. In order to do this well, High Country requires that you be involved in a life-giving, Bible believing church.

Enclosed is the *Ministry Application* you need to complete to be considered for the applied position. You will also find the Vital Partner ministry descriptions, the benefits of getting involved, and ministry worksheet designed to help you organize your schedule. Upon completion, your *Ministry Application* may be returned to the HCEC front desk personnel during classes, or mailed to:

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

Once we have received your paperwork, you will be contacted for an interview, your references will be called and a background check will be conducted. If you have any questions, please call 278-9135 ext 2 and I will return your call as soon as possible. May God richly bless you as you continue seeking His will for your life, as well as His purpose for His Kingdom on this earth.

Respectfully,

Carol Beal
Human Resource Director

Enrichment Classes PO Box 62284, Colorado Springs, CO 80962 719-278-9135

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.)* _____

REFERENCES – For new teachers. Please include two reference letters with this application.

List Two Personal Adult References Other Than Relatives or Employers:

Name:	Name:
Address:	Address:
State: Zip:	State: Zip:
Phone: E-mail:	Phone: E-mail:
Relationship to you:	Relationship to you:

List One Professional Reference: (or Volunteer Position) *(Applicants 18 and Older)*

Name:	Title/Position:
Address:	Phone: E-mail:
State: Zip:	Organization Name:

List a Pastoral Reference *(Senior Pastor, Associate Pastor, or Small Group Leader~ This person must know you well)*

Name:	Title/Position:
Address:	Phone: E-mail:
State: Zip:	Organization Name:

SPIRITUAL BELIEFS

Indicate all statements that apply. *I Believe:*

- | | |
|---|---|
| <input type="checkbox"/> In the Virgin Birth (Isaiah 7:14) and Deity of our Lord Jesus Christ (Matt 1:23). | <input type="checkbox"/> In eternal damnation for the lost (Luke 16:19-31). |
| <input type="checkbox"/> That Jesus is God’s Son (John 3:16) and the only sacrifice for sin (Romans 3:23-25). | <input type="checkbox"/> That the Holy Bible is infallible (2 Timothy 3:16). |
| <input type="checkbox"/> That Jesus rose bodily from the dead (Romans 10:9) and now sits at the right hand of the Father in Heaven (Mark 16:19) | <input type="checkbox"/> That a person must be born again to receive eternal life (John 3:3-8). |

CERTIFICATION

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 interviews, will be cause for the rejection of my application and the termination of my contract at any time. I authorize High Country Home Educators 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 and all of them from liability for doing so.

If High Country Home Educators contracts me, I understand I will be contracted at an at-will basis for an allotted period of time, and that High Country Home Educators shall comply with appropriate federal and state laws and regulations prohibiting discrimination on grounds of race, color, gender, national origin, age or disability.

APPLICANT SIGNATURE:

DATE:

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 Date mm/ dd/ yyyy

PRINT Full Name

PRINT Maiden Name /mo yyyy
Mo/Yr Married

PRINT All Aliases (Last Name Only)

Date of Birth mm/ dd/ yyyy Place of Birth

Social Security Number

Driver's License Number State

Date Moved to Colorado mm/ yyyy

****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: _____

Vital Partner / Ministry Volunteer Program

Those in leadership at HCEC consider it a privilege to serve home schooling families in our community through the enrichment classes. The program is designed to foster student growth spiritually, academically, and physically. Therefore, we are always looking for prospective leaders with a vibrant relationship with the Lord who can encourage the families in this way.

Vital Partners

The various leadership roles represented here are a crucial part of the ministry that serves all our families in practical ways by monitoring hallways, assisting teachers in the classroom, caring for the children of those serving, welcoming families at the Front Table, monitoring a homework room, or cleaning the lunch area.

Benefits

Everyone benefits when we serve the Lord by serving one another. If you choose to serve in HCEC leadership as a Vital Partner, you can look forward to:

- Priority Registration: Our VPs are eligible for priority registration, following Teachers and Staff, in order to give them every opportunity to serve.
- \$45 credit per semester, toward class costs, for every hour of serving each week i.e. (1 hour x 12 weeks = \$45). *In order to give everyone the opportunity to serve: During registration, you may schedule up to 1 VP hour for every 2 of your children's classes (50%). After this initial registration, your VP hours may increase as opportunities may still be available if there are unfilled ministry positions.*
- Availability of *Teachers' Tots to care for your preschool age children while you serve as a Vital Partner.
**Registration required.*

Ministry Volunteers

Great things are brought about to further the Kingdom because of the time, energy and talent that so many give sacrificially to this ministry. These positions of leadership have a direct impact on our families by assisting teachers in the classroom, intercessory prayer, serving as a Youth Ambassador or through the hospitality of our Lunch Program.

Get Involved:

There are specific Vital Partner and Ministry Volunteer positions open each semester. Our heart is to match your individual gifts, talents, time & subject requests with the various ministry positions that support our enrichment program. As always, our goal is to coordinate ministry service schedules with your children's class schedules.

These leadership positions are assigned at the time of registration on a first-come, first-serve basis. However, positions continue to be filled throughout the semester as new applications are received and as positions are available.

1. If the Lord is prompting you to invest your talents, interests or abilities at HCEC, please consider picking up a ministry application at the front table when enrichment classes are in session, or call Carol Beal at 278-9135 ext. 2 to request one to be mailed to you. You may also contact her by e-mail at: mctmbeal@comcast.net.
2. When the application is completed and returned, you will be called for an interview.
3. Upon approval, you will be eligible for priority registration and position placement. *Please note that positions are subject to availability – an approval for placement is not a guarantee of placement.*
4. Leadership training is required. This training is held in August and January. It is a time of encouragement and specific training, which equips you in your calling with HCEC. See HCEC Calendar for time and location.

Vital Partner & Ministry Volunteer Descriptions

Vital Partners and Ministry Volunteers are part of HCEC Leadership, therefore some of the shared qualifications of all the areas of leadership listed below are:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Commitment to Christ | <ul style="list-style-type: none"> • Involved Member of HCEC |
| <ul style="list-style-type: none"> • Familiarity with the HCEC Handbook and New Life Church small group ministries philosophies • Attendance at All Leadership Training and any additional training for area(s) of service | |

Program Support (VP)

Responsible to: Coordinators

Relates closely with: Coordinators / Guest Services VPs

☆ Coordinators: **Valerie Wheeler: 388-2109**
Janet Notsch: 495-8599

Purpose: To provide service and support to the families through practical ministry functions.

Monitors (Hall and Exterior):

Summary of Responsibilities:

- Be a ministry representative of HCEC to the families & staff while maintaining order and safety throughout the facility
- Prayer-walk while monitoring activity
- Be prepared to respond and assist families with exiting facility in case of emergency
- Be familiar with Program Support Handbook

Qualifications:

- Relational skills with children and parents
- Ability to multi-task/problem solve
- Spiritual gifts of leadership, wisdom or knowledge helpful
- Adult VP Preferred

Hall Monitor:

Additional Responsibilities:

- Continuously monitor activity in the halls
- Record Teacher and Vital Partner attendance
- Help resolve situations in the halls that may arise
- Monitor hourly equipment needs for rooms
- Tidy up classrooms when not in use

Exterior Monitor:

Additional Responsibilities:

- Encourage parental supervision and coach children to respect others and facility grounds if needed
- Set up cones to designate play area (as needed)

Lunchroom Steward:

Summary of Responsibilities:

- Minister to and connect with families while cleaning to maintain order, safety and cleanliness
- Encourage families to assist in neatness & sharing of facility space
- Manage cleanliness of microwaves and coffee area

Closing Lunchroom Steward: A team of VPs work together from 2:00 – 3:00 pm

Summary of Responsibilities:

- Minister to and connect with families while cleaning the tables and folding and stacking chairs in the lower level
- Vacuum the lower level eating areas with an interest in fostering good stewardship of the facility

Qualifications for Lunchroom Stewards:

- Relational skills with children and parents
- Physically able to clean as well as lift and fold chairs
- Spiritual gifts of helps, service or hospitality helpful

Homework Room Supervisor:

Summary of Responsibilities:

- Maintain a library-type atmosphere while building rapport with students by ministering encouragement.
- Take attendance and maintain roster

Qualifications:

- Relational skills with children and parents
- Spiritual gifts of pastor or exhortation helpful

Floater:

Summary of Responsibilities:

- Minister by being prepared to function in any of the VP program positions and their responsibilities when absences or vacancies occur

Qualifications:

- Flexibility to serve where needed
- Relational & communication skills
- Administrative and multi-task skills are helpful
- Spiritual gifts of knowledge, teaching or service helpful

Vital Partner & Ministry Volunteer Descriptions (continued)

Guest Services Assistants (VP)

Responsible to: Coordinators

Relates closely with: Coordinators & Program Support VPs

☆ Coordinators: **Melody Ashley: 282-9441**
Liz Hauptman: 282-1536

Purpose: To serve the families and leadership through the administrative process as well as coordinate ministry needs.

Guest Services Assistant:

Summary of Responsibilities:

- Be a ministry representative of HCEC while welcoming families and performing administrative tasks such as filing, disseminating information, and answering phone calls
- Help coordinate Vital Partners to cover absent positions hourly

Qualifications:

- Strong relational & communication skills
- Problem solving and decision-making ability

Teachers' Tots Assistant (VP)

Responsible to: Lead Teacher

Relates closely with: Lead Teacher & Coordinators

☆ Coordinators: **Dalaine Warren: 473-7039**
☆ **Jacque Callicott: 332-8669**

Purpose: To minister to the preschool-age children of our Teachers, Vital Partners, Leadership Team, and Volunteer personnel while they serve.

Teachers' Tots Assistant:

Summary of Responsibilities:

- Minister to and care for the children through spiritual and practical support by assisting the Lead Teacher with prayer and in using teaching materials provided by the Teachers' Tots department
- Help to maintain an orderly classroom as well as create a safe and clean ministry atmosphere
- Be prepared to assist teacher in evacuation of children in case of emergency.

Qualifications:

- Relational skills with children ages infant to 5 yrs. old
- Ability to work with Lead Teacher and Coordinators

Spiritual gifts of helps, teaching or service helpful

Teacher Assistants (VP)

Responsible to: Teacher

Relates closely with: Teacher & TA Coordinators

☆ Coordinators: **Carmen Thigpen: 488-5942**

☆ **Leah Jenik: 494-0234**

Purpose: To provide spiritual and practical support for the Teacher in the classroom.

Teacher Assistant:

Summary of Responsibilities: Specific TA responsibilities for individual classes change each semester as classes and teachers change and become available during registration.

- Understand and fulfill specific requests made by the teacher
- Classroom discipleship: Be sensitive to students in need of practical or spiritual support
- Assist in maintaining an orderly classroom
- Support teacher and students through prayer
- Be prepared to assist teacher in evacuation of students in case of emergency

Qualifications:

- Relational skills with children of various ages
- Flexibility to work with teachers in various ways
- Spiritual gifts of helps, teaching or service helpful

Teacher's Assistant positions are subject to class enrollment minimums and therefore subject to change. Qualifying minimums for TA are as follows: grades K-5 minimum of 10 and grades 6-12 minimum of 12. *TA Volunteer positions are available – please inquire through Coordinators.*

Youth Ambassadors (Volunteers)

These positions give our young people ages 12-18 the opportunity to volunteer and serve the families of HCEC in various ways while earning credit toward community service requirements. Positions are scheduled in 1-hour increments throughout the day (9am-3pm) on Tuesdays and Wednesdays with a 12-week commitment. Summary of responsibilities and qualifications are described on the applications.

Vital Partners & Ministry Volunteer Descriptions (continued)

Lunch Program (VP & Volunteers)	Dining Detective (Volunteers)				
<p>Responsible to: Coordinators</p> <p>☆ Relates closely with: Coordinators & Volunteer Team</p> <p>☆ Coordinators: Rhina Sotelo: 495-1291 Char Tackett: 472-0441</p> <p>Purpose: Those serving in this area of leadership understand that hospitality is the core ministry focus when providing and serving food, which so often goes beyond meeting the physical needs of the families.</p> <p>Summary of Responsibilities: Each Vital Partner and volunteer endeavors to be a ministry representative of HCEC to vendors & families while performing various duties.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Relational skills and teamwork attitude • Ability to lift when loading and unloading • Spiritual gifts of helps, hospitality or service helpful • Adaptable to changing needs and situations <p>Purchaser (days and times vary):</p> <ul style="list-style-type: none"> • Purchase and deliver food products weekly to NLC <p>Morning Set-up (8:30 - 9:30 am):</p> <ul style="list-style-type: none"> • Set up food products, help manage & serve breakfast items <p>Food Server (10:00 - 11:00 am):</p> <ul style="list-style-type: none"> • Help manage and serve breakfast/lunch items <p>Food Server (11:00 am - 12:00 pm):</p> <ul style="list-style-type: none"> • Help manage and serve lunch items <p>Food Server (12:00 - 1:00 pm):</p> <ul style="list-style-type: none"> • Help manage and serve lunch items <p>Food Server (1:00 - 2:00 pm):</p> <ul style="list-style-type: none"> • Help manage and serve lunch items • Assist with restocking / clean-up <p>Vendor Returns (2:00 - 3:00 pm):</p> <ul style="list-style-type: none"> • Transport various items back to vendors <p>Closer (2:00 - 3:00 pm):</p> <ul style="list-style-type: none"> • Assist with Administrative aspects of closing • Assist with restocking and clean up <p>Sam's Pick Up (flexible hours):</p> <ul style="list-style-type: none"> • Pick up Sam's order, deliver and store in NLC kitchen prior to 8:30 AM on Tuesday/Wednesday <p>Milk Pick Up:</p> <ul style="list-style-type: none"> • Pick up milk from Meadow Gold Tuesday morning 	<p>Positions available through out the day, to young people, ages 10-13. They are responsible to carry out a variety of tasks as assigned by the coordinator on an as needed basis.</p> <tr> <th style="background-color: #cccccc;">Prayer Ministry (Volunteers)</th> </tr> <tr> <td style="vertical-align: top;"> <p>Responsible to: Prayer Ministry Coordinators</p> <p>Relates closely with: Coordinators & other Prayer Partners</p> <p>☆ Coordinator: Michele Collins 596-5976</p> <p>Purpose: To provide a prayer shield for HCEC and to intercede for those families requesting prayer.</p> <p>Summary of Responsibilities: Participate in different levels of the prayer team covering the High Country ministry including submitted prayer requests, teen and children's prayer ministries, citywide prayer meetings, special events, and crisis prayer support.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Relational skills and teamwork attitude • Spiritual gifts of intercession, exhortation, faith, or mercy helpful <tr> <th style="background-color: #cccccc;">Hand in Hand Ministry (Volunteers)</th> </tr> <tr> <td style="vertical-align: top;"> <p>Responsible to: Prayer Ministry Coordinators</p> <p>Relates closely with: Prayer Ministry</p> <p>☆ Coordinator: Phyllis Holden: 282-1233</p> <p>Purpose: To Assist High Country families in their time of need by providing meals.</p> <p>Summary of Responsibilities: To assist High Country Families in their time of need by providing meals as a practical help. 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