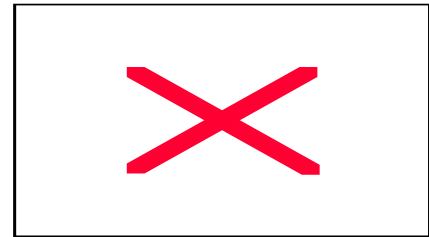


# Volunteer Application:

Children's Ministry

Updated March 22, 2011



## General Information

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
School Phone: \_\_\_\_\_

Do you have any physical or emotional limitations we should be aware of?

\_\_\_\_\_

## Education and Experience

What is your highest level of education completed? \_\_\_\_\_

Have you been involved in a missions trip of any kind? When? Where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any experience in children's ministry?

\_\_\_\_\_  
\_\_\_\_\_

Have you had experience working with animals? \_\_\_\_\_

Do you have allergies that would hinder you working with animals? \_\_\_\_\_

## Job Experience

What is your present occupation?

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Do you have any other job experience?

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What are your hobbies or special interests?

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## Christian Community

Where do you attend church? \_\_\_\_\_

What denomination- if any- is your local church affiliated with? \_\_\_\_\_

What is your participation in your local church?

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List your Christian work experience: (Sunday school, camps, VBS, youth work etc.)

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What two people have the most influence on your life and why?

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What has led you to this point to consider volunteering at the Adventure Learning Centre?

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On a separate paper, or at the end of this document, please write/type out the following:

a) Your personal testimony

b) Why do you want to volunteer at the ALC?

## Reference:

Contact person in your local church (pastor/elder): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

*Please read the Adventure Learning Centre Statement of Faith.*

## Statement of Faith

We believe in one God, eternally existing as a trinity of persons, Father, Son and Holy Spirit, equal in personality, knowledge, power, authority, holiness and love.

We believe in Jesus Christ, the virgin born Son of Man, truly man, yet truly God. We believe in His sinless nature and life, His substitutionary, sacrificial death on the cross, and His bodily resurrection and ascension.

We believe in the Deity and personhood of the Holy Spirit, equal with the Father and the Son. We believe His ministry to the world is to convict of sin, righteousness and of judgment. We believe His ministry to the believer is to regenerate, indwell, baptize into the Body of Christ, sanctify, engift, empower and direct.

We believe the Bible is the inerrant, infallible Word of God and is the sole source of authority for doctrine and conduct.

We believe man was created in the likeness and image of God, innocent in nature and having the faculty of free will. Through disobedience man fell from his sinless state and became sinful in nature and practice, and in need of grace and salvation. In his lost and ruined state, man could not save himself.

We believe that God has provided the means for man's redemption through the voluntary, substitutionary, atoning death of Jesus Christ. We believe that through faith alone in the finished work of Christ, man can be forgiven, reconciled to God, justified and made righteous in God's sight.

We believe the church is the Body of Christ, made up of all who confess Him as Saviour and Lord; who through repentance of their sins, and acceptance of His gift of eternal life, enter into the family of God through the regenerating work of the Holy Spirit.

We believe the head of the Church, the Lord Jesus Christ, gave the church two ordinances, water baptism and the Lord's Supper. Neither of these is a means of grace, but each is designed to be a public testimony to the believers' identification with their Lord.

We believe in the personal and visible return of our Lord Jesus Christ for His church. It is our duty therefore to live in readiness for His coming.

We believe in the resurrection of the just to eternal glory and the resurrection of the unjust to eternal judgment.

I, \_\_\_\_\_, hereby subscribe to this statement of faith in mind and in practice.

Dated: \_\_\_\_\_

## Adventure Learning Centre Policies

1. **Equal Opportunities** - It is the policy of the ALC to recruit the best-qualified person available to fill any position. Due to the nature of the ministry conducted here, a paramount factor of consideration is the Christian testimony of the applicant whose personal life and conduct must be consistent with the Word of God.
2. **Uniforms** - All staff involved in school programs are required to wear the ALC uniform during educational programmes. The uniform should always be kept clean and presentable and the shirt should be tucked in. Sleeves must not be rolled up. Uniform requirements will be communicated to each volunteer appropriate to their responsibility.
3. **Health And Safety** - All staff are asked to follow the ALC's health and safety guidelines. Safety practices are a must in every area of the program and operation of ALC and it is imperative for the sake of the students entrusted to the ALC's care. All ALC guidelines are essential especially with animals and specifically horses. Your cheerful example in consistently observing them will go a long way to encourage the full cooperation of students.
4. **Insurance** - At present, the ALC does not carry a health insurance program for staff. It is necessary for staff members to secure their own health insurance.
5. **Staff Children** - Staff persons who are parents of young children are responsible for their children's conduct in and around the facilities being used by students or guests. Children must be supervised at all times.
6. **ALC Vehicles** - The ALC vehicles are to be used at the discretion of the Managing Director for various projects and staff/volunteer needs. During working hours vehicles may be used for ministry purposes only. After hours, a 10 pm curfew for week days and 12 midnight curfew for weekends is obligatory with ALC vehicles.
7. **Guests** - Staff members and volunteers may have visitors on the premises, however guests are not allowed to remain overnight in ALC dorms unless given prior permission by the Managing Director. If you share ALC rented housing with roommates, be sure to keep open communication on overnight guests. During programme hours, an ALC staff person must accompany all guests at the ALC.
8. **Alcohol and Tobacco** – The ALC respects Biblical principles with respect to alcohol and tobacco products. However, please consider that many families struggle with alcohol abuse in the Bahamas and that we do not want our conduct to cause children or adults to stumble by our actions. The ALC is primarily a ministry to the children of the Bahamas. It is therefore the policy of the ALC that the consumption of alcohol and use of tobacco products by all staff members and volunteers while in the Bahamas is forbidden.
9. **Gambling** - Bahamian law prohibits Gambling for all Bahamians or any foreigner that hold a Bahamian work permit. Since all our staff fall under these two categories, it is forbidden for any ALC staff member to gamble.
10. **Music** - This is another area today where there exists a wide range of convictions. What is tasteful and edifying to one may be distasteful to another. Not wanting to place itself in the role of screening music, ALC has chosen not to allow the use of personal music during program hours. This means the sound system under the Pavilion or on the loud speakers at Camp will not be used for personal music. Ipods and computers, etc. are permissible after hours for personal use—once no campers or clients remain on site. Discretion should be used in the type of music as well as the sound level.
11. **Telephone** –All long distance phone calls must be made on Vonage lines. Please show Christian consideration for fellow staff members by not spending excessive time on the line when others are waiting to use the telephone. Also, please do not make personal calls between the hours of 8:30

a.m. and 4:30 p.m. if at all possible. All outgoing calls and long distance calls should be made on line #2 if the Vonage phone is unavailable—due to emergencies only. If such phone call is necessary, please inform the ALC office manager so she can account for the use.

12. **Purchasing Privileges** - Staff members are not allowed to purchase personal items through the ALC purchasing and payment system.
13. **Equipment** - Any equipment or property of the ALC such as tools, DVD players, computers, sound equipment, furniture, puppets, etc. is not to be removed, borrowed or loaned at any time. The Ministry Director may grant permission for special cases.
14. **Accident Reports** - If an accident occurs while students or visitors are on the grounds, an accident report form must be filled out by the staff member nearest the accident. These forms can be found in the first aid cabinet over the microwave in the nurses' station. Completed forms should be brought to your ministry director.

Any ALC vehicle accident must be reported to the police. Do not move the vehicle from the location where the accident occurred and call the police to get a police accident report. Do not discuss guilt or innocence with the driver of the other vehicle, just relay the facts of the accident to the police and they will make a determination of fault. Contact the Managing Director with details.

15. **Snack Shop** - Staff are free to purchase food items from the Snack Shop during open times. All items must be paid for at the time of purchase and from another staff member for sake of accountability. Items may also be purchased from the Accountant at her discretion. Please... no IOUs.
16. **Equipment Used in Trailer** - Use discretion when using tools from the maintenance trailer. Please use appropriate tools for the task and return them to their proper place when completed. Tom Schafer must approve use of any tool or machine for other purpose than ALC use.
17. **Train** – The Train is to be used exclusively programmes and for tour rides only. Only trained approved staff members are allowed to drive.
18. **Social Activities** - Fellowship and group activities are encouraged for all staff. Remember, our conduct must be above reproach at all times. In order to avoid the appearance of suggestive activity, unmarried guys and gals should never be alone with each other in their quarters. Overnights where both guys and gals sleep in the same home/tent will not be permitted. There must be no less than two persons of the same sex at any one time in opposite sex living accommodations during visitation. By 10 pm all staff or visitors of the opposite sex must return to their quarters or leave the ALC in the case of visitors.

Most mission agencies discourage dating relationships within the first year commitment. A few reasons why are:

- Romance ruins team life. The relationship is exclusive, leaving you cut off from the normal rhythm of team dynamics. Everyone suffers.
- A romantic relationship diverts you from your work. The work you will be doing while at the ALC is difficult and will require all of your energy. You are the loser in terms of the spiritual growth you might have experienced during your short term.

For these reasons as well as others, it is the policy of the ALC that new dating relationships are not allowed during your first year of service.

19. **Media Centre Use** – The Media Centre is to be used only for official programming. The Media Centre facility will not be used during non-programme hours except for special events approved by Ministry Directors. No food is allowed to be eaten in any of the carpeted areas except for special planned or programmed occasions.
20. **Internet and email** - The ALC internet account must be used for ALC purposes only. No personal emails are to be sent or personal web 'surfing' conducted during business hours of operation,

unless on your lunch break. The display or storage of any sexually explicit image or document is strictly forbidden. The ALC reserves the right to inspect any and all files stored in private areas of ALC computers at any time.

21. **Work Ethic** – As the ALC is a Christian ministry, we must follow biblical standards for service. Paul teaches to give of ourselves fully to the work of the Lord (1 Corinthians 15:58), and to "serve wholeheartedly, as if you were serving the Lord, not men" (Ephesians 6:7).

Although you may have a job description outlining specific duties and tasks, additional ministry needs often arise. We are to model a willing servant attitude after Jesus as found in Philippians 2.

22. **Dress and Appearance Standards** - In these days of fading standards, the testimony of the ALC includes modesty in dress as well as conduct both at ALC and away from the site. Because of the wide range of personal convictions and our desire to uphold Scriptural principles, the staff are asked to maintain a conservative standard in their personal dress code. You are an example to students and outsiders of the character of the ALC's ministry. It should not be necessary to give an apology for any staff member's appearance. T-shirts and other clothing with questionable messages are not to be worn.

All clothing is to be modest and non-revealing (please, no tight fitting clothes, low-cut necklines or backs). Shorts and cut-offs should be mid length for both guys and gals—reaching at least to your fingertips when your hands are down at your sides.

Hair should be kept neat and clean. Beards and mustaches are to be neatly trimmed.

Earrings are acceptable for women. No earrings for men. No body piercing of any kind is allowed unless permission is granted ahead of time---please ask! Appropriate footwear is to be worn at all times. Closed-toed shoes **MUST** be worn when working with horses. Sandals must have secure straps to allow you to run if need be. Flip flops or thong shoes are not acceptable for use in conducting educational programmes, but are fine for after-hours.

23. **General code of conduct for the ALC** - Adventure Learning Centre seeks to lead in the area of personal and moral distinctives. We implore staff members to be those not conformed but transformed believers pointing the way for others (Rom 12:2-3). Furthermore never allowing ***"even a hint of sexual immorality, or any kind of impurity, or greed, because these are improper for God's holy people."*** (Eph 5:3).

"I fully agree to abide by all of the above policies and codes while in the Bahamas volunteering or on staff at Adventure Learning Centre."

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

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

Please fax this form to (242) 341-6949, or email it to the attention of:

**Mark Wallace**  
Managing Director  
Adventure Learning Centre

markw@alcbahamas.org