



# Join the Team!

Students are not connected to programs, only to people. The most effective way to impact students is through significant relationships with key people in their lives. We love giving faithful, available, and teachable Christ-followers the opportunity to join our Ministry Team and minister to the Middle and High School students of Trinity Church. Read the ministry staff descriptions below and decide how you want to get involved.

## 1. Small Group Leader

**WHAT THEY DO:** Be a part of our High School program and co-lead a discipleship group on Tuesday nights.

**HOW THIS ROLE SERVES OTHERS:** Small group leaders help disciple students through building relationships, modeling, and leading discussion centered on God's Word.

**GOOD FIT NOTES:** This is a natural fit for those who enjoy connecting with High School students and are willing to invest relationally to see them find and follow Jesus.

**TRAINING OFFERED:** Small group leaders will be trained throughout the ministry year at the HSM staff meeting as well as specific training events.

**HOURS AND FREQUENCY:** Small group leaders serve every Tuesday, *6:15-8:45 pm*. Once a month there will be a staff meeting following, *8:45-9:30pm*. Small group leaders are encouraged to participate in our events, trips, and retreats as they are able.

## 2. Event Staff

**WHAT THEY DO:** Serve in key roles to help facilitate our HSM events. Roles may include helping prepare, serve food, provide security, drive, set up/ teardown, etc.

**HOW THIS ROLE SERVES OTHERS:** Event Staff help students experience God's love as they walk through our doors and experience a carefully designed, programmed event.

**GOOD FIT NOTES:** This is a natural fit for those who enjoy serving behind the scenes and enjoy seeing teens have a great time.

**TRAINING OFFERED:** Event staff will be trained and equipped for the duties asked of them. Expectations will be clear ahead of time.

**HOURS AND FREQUENCY:** HSM has events throughout the year and will require additional event staff for a handful of events.

### Questions? Comments? Clarification?

Contact: Josh Lee, Student Ministries Pastor | [jlee@trinityonline.org](mailto:jlee@trinityonline.org) | (909) 335-7333, x123  
Trinity Church | Student Ministries  
1551 Reservoir Road, Redlands, CA 92374

# Trinity Evangelical Free Church

## Application for Working with Children/Youth

Note: This form is to be completed by all applicants (employee and volunteer) for any position involving supervision or custody of minors. This application is used by Trinity Church to help promote a safe environment for the children and youth participating in our programs or using our facilities.

### Statement of Intent:

- Any applicant who has ever been convicted of a felony including, but not limited to, child sexual abuse, physical abuse, or domestic violence, should not volunteer for service in any church-sponsored activity or program for children or youth. Applicants with criminal records of other types will be evaluated at the discretion of the church administrator.
- All applicants must study and agree to obey the guidelines that are provided for their program and position within the church's child or youth ministry.

Please answer each question. Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons.

Date\_\_\_\_\_

### Personal Information:

Name\_\_\_\_\_ Sex: M F  
(Last) (First) (MI)

Have you used any other name? Yes\_\_\_\_ No\_\_\_\_ If yes, please list complete name and dates of use on the reverse side of this application.

Home Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone\_\_\_\_\_ Email Address\_\_\_\_\_

What age group are you applying to work with? \_\_\_\_\_

On what date would you be available to begin? \_\_\_\_\_

How long have you lived in California? \_\_\_\_\_

Please answer each question. You may use the back of this paper for explanations or you may attach extra pages. The information on this application will not be disclosed to unauthorized persons.

**YES NO**

\_\_\_ \_\_\_ As a church child/youth worker, do you agree to observe all guidelines and policies regarding working with children?

\_\_\_ \_\_\_ Have you ever been convicted of a criminal offense (felony or misdemeanor except for minor traffic violations)?

\_\_\_ \_\_\_ Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

\_\_\_ \_\_\_ Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other religious organization?

**YES NO**

\_\_\_ \_\_\_ Were you abused as a child? If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the appropriate staff pastor rather than answering it on this form. (Answering "yes" or failing to answer will not automatically disqualify an applicant for child/youth work.)

Please explain the circumstances involved if YES was marked for any/all questions:

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**Church Activity:**

How long have you been attending Trinity Church? \_\_\_\_\_years \_\_\_\_\_months

Are you a member of Trinity Church? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_In Process

Have you been baptized? \_\_\_\_\_Yes \_\_\_\_\_No If yes, when? \_\_\_\_\_

List other church you have attended over the past five years:

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List previous work (church and non-church) involving children and/or youth. Use a separate sheet of paper if needed.

Organization	Type of work	Contact Person/Supervisor	Phone

List gifts, callings, training, education, or other factors that may have prepared you for work with children and/or youth. Use a separate sheet of paper if needed.

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**Describe your relationship with Christ:**

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**Statement of Applicant's Christian Faith:**

Please answer the following questions regarding your Christian faith:  
Explain when and how your relationship with Christ began:

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How is your Christian faith and commitment lived out and demonstrated daily?

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What is something God has taught you lately?

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How do you want to use your gifts and talents to serve Christ at Trinity Church?

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Do you know for sure you are going to heaven? \_\_\_Yes \_\_\_No

## TRINITY EVANGELICAL CHURCH REDLANDS, CA VEHICLE USE POLICY FOR CHURCH OWNED OR PERSONAL VEHICLES

We want to thank you for considering being part of our Transportation Team here at Trinity Church. Our collective goal is to provide a safe and positive transportation experience for all those that would be involved in our ministry. We recognize that this is a team effort. So, again thank you! We also recognize that for us to serve those that would be involved in our ministry in a safe and positive way we need everyone involved to recognize and commit to their part in being responsible. Please look through the information below, identify what will be the expectations and responsibilities of each driver, and then sign the form. If you have any questions before you sign, please don't hesitate to ask. Thank you again for serving with us!

These policies and procedures have been established to provide consistency in the management of vehicles used for church activities, whether owned by the church or its volunteers.

The purpose of the Vehicle Use Policy is to establish a fair process for the use of the church's owned and/or leased vehicles and to monitor the use of vehicles used and owned by volunteers for church related activities.

1. Church vehicles are for ministry purposes and are not for personal use. If, in the rare occasion a vehicle is needed for personal use the request must be signed off by the Senior Pastor or Church Administrator.
2. Drivers must be qualified and approved by the church in advance of use, maintain required licenses and personal automobile insurance when using privately owned vehicles. No person under the age of 25 shall be permitted to operate a vehicle on behalf of a church activity. No driver with a DUI within the last 10 years should drive a Trinity vehicle or for a Trinity event or activity. If the DUI was over 10 years, use of the driver should be approved by the Senior Pastor or Church Administrator. No driver with more than two moving violations within a 12 month period should drive a Trinity vehicle or for a Trinity event. No driver that has been convicted of negligent homicide, aggravated assault with a motor vehicle, or commission of a felony arising out of the use of a motor vehicle shall be permitted to operate a vehicle on behalf of a church activity.
3. Drivers shall be qualified and approved only by the Director of Administrative Support Services. **The driver will present a current Driver License to be photocopied.** Drivers must be willing to provide Trinity Church with their driving record upon request.
4. Use of a church vehicle or privately owned vehicles for church activities should be planned at least two weeks in advance of the need. Reservations for Trinity owned and/or leased vehicles shall be completed through the Director of Facilities. Privately owned vehicles used for church events must be in good working condition and copy of proof of insurance must be provided to the Director of Administrative Support Services prior to the event.
5. Drivers shall drive responsibly at all times and follow all traffic regulations, including the speed limit. Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.

6. **While operating** a church owned or privately owned vehicle:
  - Children shall ride in approved safety seats as required by State law.
  - All passengers must wear seatbelts at all times. There may be no more passengers in the vehicle than seatbelts available.
  - Smoking in the vehicle is prohibited.
  - Drivers may not initiate or receive phone calls or text messages while the vehicle is on a public roadway even at a stop light.
  - The driver is the guardian of both passengers and the reputation of the church. Aggressive driving will not be tolerated.
  - Drivers and occupants are expected to treat the vehicle with respect and operate it gently.
  
7. The following is required **upon the return** of a church vehicle:
  - Check the vehicle in with the Director of Facilities or his designee.
  - The fuel tank shall be full. Fuel expenses shall be submitted promptly.
  - All trash and personal belongings shall be removed. The vehicle shall be vacuumed or washed if there is an excess of dirt or food spillage.
  - The time out, time in, mileage out and mileage in shall be recorded on the vehicle log.
  - Any maintenance defect or damage shall be recorded on the vehicle log and reported to the Director of Facilities.
  - Leave the vehicle in the condition you would expect to receive it from others.
  
8. Any traffic accident or traffic violation shall be reported immediately to the Director of Administrative Support Services or Finance Manager. Driver shall obtain the name of the police department and the police report number at the scene.
  
9. The Church reserves the right to remove any driver from the approved driver list.
  
10. When transportation will be provided as a caravan, chaperones and drivers shall plan in advance to assure appropriate adult/child ratios and careful accounting for children at rest stops, way points and pick-up/drop-off. Children will be released only to approved parents/guardians.
  
11. Motorcycles and 15 passenger type vans (with or without all seats) cannot be used for church events. Only ten passengers, including the driver are allowed in vans driven by drivers possessing a CA Class C Driver License. Up to 12 passengers, including the driver are allowed in vans driven by drivers possessing a CA Class C Driver License that possess the following:
  - Evidence of a medical examination required for a Class B CA Driver License.
  - The driver must keep in the vehicle a statement signed under penalty of perjury that he or she has not been convicted of reckless driving, drunk driving, or hit-and-run in the last 5 years (CVC 12804.9(j)).

**I acknowledge that I have read the vehicle use policies and agree to follow them.**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Driver)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Church representative)

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**Ministry Volunteer Driver Form**

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In order to use a personal vehicle for a church sponsored function, I

\_\_\_\_\_ agree and acknowledge the following:  
(Printed name of volunteer – as shown on driver’s license)

- I declare that I have a valid California driver’s license.
- I declare that I currently carry automobile insurance coverage for liability, property damage, uninsured motorist, and medical.
- I agree to notify the Director of Administrative Support Services in the event that my driver’s license becomes invalid or my automobile insurance goes out of force.
- I declare that I have had no more than one chargeable incident (in the past 3 years) and there are no major violations on my record. A chargeable incident is defined as a moving violation or an at fault accident. A major violation is defined as driving under the influence, reckless driving, felony hit and run, negligent homicide, aggravated assault with a motor vehicle, commission of a felony arising out of the use of a motor vehicle and any other incident that invoked more than three points on your driving record.
- I am not aware of reason (medical, behavioral, skills, or otherwise) that would disqualify me from driving on behalf of the church.
- I understand and accept that in the event of an accident my insurance will be primary.
- I understand and accept that in most cases the church will not provide or cover physical damage coverage in any way. In most cases property damage to my vehicle or the contents within are my responsibility.

\_\_\_\_\_  
(Volunteer Driver Signature)

\_\_\_\_\_  
(Date)

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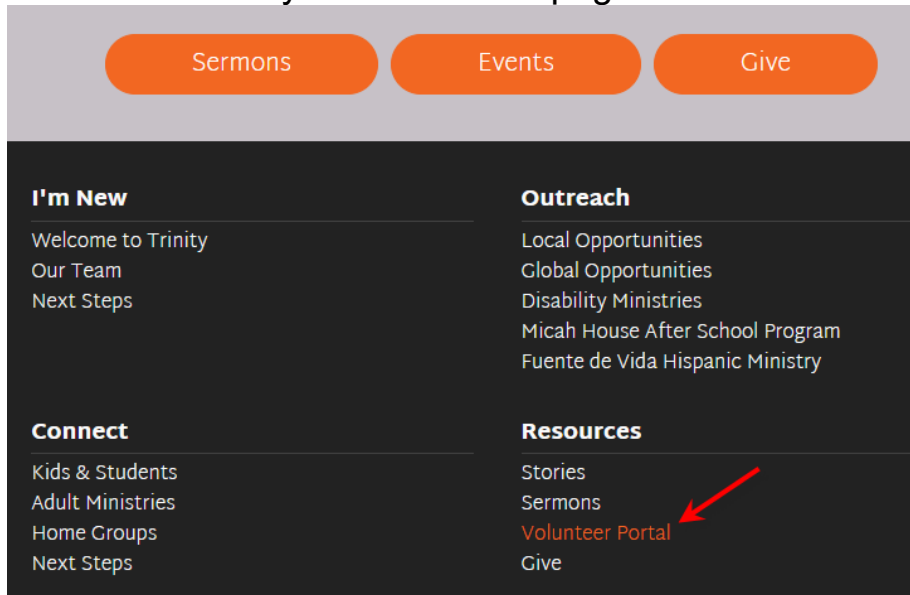
Include a copy of your Driver’s License



# Trinity Church Background Check













Please process the background check through the following link:  
<http://www.trinityonline.org/resources/volunteer-portal/>

or from the Trinity website home page:



Please select which ministry you will be volunteering for:

Please Select Your Volunteer Type

-  CAMP TLC
-  CHILDCARE
-  HIGH SCHOOL 
-  HOMESCHOOL CO-OP
-  MICAH HOUSE  
VOLUNTEERS WHO WORK AT EITHER OF THE MICAH HOUSES
-  MIDDLE SCHOOL 
-  MISSIONS
-  SAFETY TEAM
-  SUNDAY TLC
-  TLC MUSICAL

Upon selecting a volunteer screen and signing the authorization on the proceeding pages, you will be asked to provide your personal information to become a volunteer. The background check requires your submittal of personal information including your address, date of birth, social security number and driver's license number. To learn more about our [Privacy Statement](#) and [Data Security Statement](#). For additional questions, please visit the [FAQ](#).

[Continue](#)

Follow the remaining steps as instructed on the site.