

Children's Ministry New Applicant Procedure

(procedure for teachers only)

- 1) Separate the applications by classes. (E.g. Nursery, Toddler, Preschool, etc.)
- 2) Turn in applications to the church office for review by Pastor John.
- 3) We will review the applications, make any necessary notes & comments, and then pass the applications onto the appropriate Ministry Coordinators.
- 4) Ministry Coordinators will review the applications including any notes and comments from the pastoral staff.
- 5) Ministry Coordinators will follow-up with a personal interview if necessary.
- 6) Following the personal interview the Ministry Coordinators will meet with the Children's Ministry Director (Earl Roberts) to discuss, pray and evaluate the applicant. After this meeting, their possible placement in the Children's Ministry will be determined.
- 7) If accepted, the applicant will be required to view the Children's Ministry Training Videos. (This is for teacher's only)
- 8) The new teacher will then be required to observe at least 1 class being taught by another teacher.
- 9) Then we will observe the new teacher, while conducting 2 of his or her own classes.

Important!

Children's Ministry Applicants are required attend Calvary Chapel Crossroads for a minimum of 3 months. We will make an exception for those who are coming from another Calvary Chapel with previous children's ministry experience. We will need a reference from their former Calvary Chapel so we can contact them for a phone interview.