

CANDIDATE PROFILE & APPLICATION INSTRUCTIONS

Part Time Junior High Director

September 19, 2021

Camano Chapel is seeking candidates for a Part Time Junior High Director. This is an administrative role overseeing all aspects of Junior High Ministry. Each applicant will be prayerfully considered. We are committed to an applicant that is a best fit in the areas listed below. Completed application packets **must be submitted to Aaron Bardon by Sunday, October 3rd, 2021**. Any questions should be directed to High School Director Aaron Bardon, by calling 360-387-7202 or emailing him at aaronbardon@camanochapel.org.

Education

- High School Graduate (or equivalent)
- One-year Bible degree or equivalent (preferred)

Experience

- Two years of children or youth ministry leadership experience (preferred)
- Digital Graphic, Microsoft Windows based software and web-mgmt. experience (preferred)

Doctrine, Character, Gifting/Ability and Personality/Philosophical Match

- Interview, reference, spiritual gift and personality assessment(s) will determine:
 - Doctrinal match (*agreement with core beliefs*),
 - Character match (*a testimony of integrity*),
 - Gift/Ability match (*alignment of God's equipping and the desired role or position*), and
 - Personality/Philosophical match (*a fit for the culture of Camano Chapel*).

Each applicant will be prayerfully considered to determine a "Best Match" for ministry.

CAMANO CHAPEL

Ministry Description

DATE: September 19, 2021

POSITION TITLE: Part Time Junior High Director (*Grades 6 – 8*)

REPORTS TO: High School Director

GENERAL DESCRIPTION:

The Junior High Director oversees and leads all midweek and Sunday morning ministries; directed toward reaching and discipling 6th through 8th grade students and provides training and support to the Junior High volunteer leadership team. Expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways, as they serve Jesus Christ, and the church.

COMPENSATION:

The CAB task force of the Administrative Board will approve their salary each year. Vacation periods, sick leave, insurance coverage and other benefits are indicated in the written principals and process manual.

POSITION PURPOSE STATEMENT:

To develop, coordinate and administer an effective ministry to meet the needs of the Jr. High School students' creating a gospel centered environment of community and connectedness amongst all students, adult leaders, and the church.

GENERAL EXPECTATIONS:

1. Meets the biblical requirements for a Deacon.
2. Spends time in daily prayer and daily study of God's Word.
3. Is involved in discipleship.
5. Stays current with the trends of the ministry by listening to podcasts, reading books, periodicals and attending approved conferences.
6. Attends all staff meetings and retreats, as directed.
7. Is at the church for regular worship services and, as directed, special services.
8. Is available to the congregation before and after services as other duties allow.
9. Maintains flexible working hours as determined by the needs of ministry.
10. Working in a team-based environment

TIME ALLOCATION:

30 hours per week.

COORDINATION OF MINISTRY SUMMARY:

1. Junior High Ministries
 - a. Lead Jr. High Ministries
 - b. Experience Youth Program (EYP) - Tuesdays Nights
 - c. Teach Sunday School (Sept – June)
 - d. Develop Student Leadership Team
 - e. Outreach Events (Monthly)
 - f. Introductory Missions Opportunities
 - g. Junior High Camp (August) and / Retreats
 - h. Home/Life Groups & Leadership Training
 - i. Volunteer at Middle Schools
 - j. Organize and lead Fireworks Stand & other Fundraising events
 - k. Recruit and Train volunteer team
 - l. Operate and maintain their ministry budget.

SPECIFIC OBJECTIVES AND RESPONSIBILITIES:

To lead in the development process of one's spiritual life from non-believer to spiritual maturity.

Planning and Coordination of Lay Leadership:

1. Develop, coordinate and direct a comprehensive educational, fellowship and outreach ministry for junior high youth.
2. Recruit, train and supervise the leaders needed to operate weekly, monthly, and/or yearly ministry programming.
3. Recruit, train and supervise the leaders (Deans) for seasonal events. (ie. Junior High Camp, Short-term missions etc.)
4. Recruit, train and supervise Sunday School, Home Group Bible Studies, leadership team.
5. Assist in developing curriculum with scope and sequence for their area of Christian instruction. Give guidance in developing a curriculum that will cover the entire Bible and will coordinate with all groups from birth through high school.
6. Oversee child/youth protective screening of lay leaders and volunteers.
7. Oversee and encourage communication to the parents and the congregation. (ie. parent lead events and parent meetings)
8. Provide input to the Library Committee of suggested (age appropriate) materials.
9. Introduce students to (age appropriate) local and/or domestic missions (ie. family missions trip etc.)
10. Mentor and disciple

Organizational Planning and Coordination:

1. Align departmental plans, goals and objectives with the overall purpose, values, vision and mission of Camano Chapel, regularly evaluating progress.
2. Work cooperatively with the Staff Leaders, Administrative Board and Elders attending meetings as scheduled.
3. Seek balance in ministry emphasis, and personal leadership for both:
 - Boys and girls
 - Home/Private School and Public School students
 - Delegated and hands-on ministry
 - On-site and off-site ministry outreach (*seek prior-approval for all coaching requests*)
4. Plan and conduct leadership team meetings.
5. Promote and maintain communication between supervisor and other staff.
6. Maintain up-to-date discipleship or Bible Study resources lay leaders can use for various teaching helps, instructing for their use as needed.

Related Ministry Responsibilities:

1. Shepherd junior high youth (and their families).
2. Provide personal discipleship, modeling effective discipleship to those you disciple.
3. Available and able to meet with people during weekly office hours.
4. Able and available to teach.
5. Vision casting and communication.
6. Develop reasonable plans, goals and objectives, communicating a clear sense of direction.
7. Participate in Summer Breeze High School camp leadership.
8. Participate in yearly budget setting and fiscal administration for ministry.
9. Direct periodic ministry team retreats for purposes of planning and prayer.
10. Related office and administrative work as needed to complete this ministry.

APPLICATION FOR EMPLOYMENT
CAMANO CHAPEL
867 S. West Camano Drive
Camano Island, WA 98292
(360) 387-7202

Date _____

Position Desired: Junior High Director

CANDIDATE PROFILE:

Last Name _____ First _____ Middle _____

Address _____ City _____ State _____ Zip Code _____

Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____ E-mail Address _____

Pay Requirement/Expectation (do not leave blank): _____ Date available for employment: _____

Are you 18 years of age or older? YES NO (If hired, you may be required to provide proof of age).

Do you have a relative currently on staff? YES NO (If yes, give name(s) and relationship). _____

Are you a member of Camano Chapel? YES NO (If no, what is the name of your current church? _____)

Please attach a recent photograph of you and your family to your application

FAMILY PROFILE:

Marital Status: Single Engaged Married Widowed Divorced Remarried

Spouse's Name (if Married): _____ Fiancée's name (if engaged): _____

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

If divorced, please briefly explain. _____

CHURCH MINISTRY OR EMPLOYMENT PROFILE:

Do not substitute a résumé for this section:

Present Church or Employer _____ Phone (_____) _____

Address _____ City _____ State _____ Zip Code _____

Dates of Service: _____ to _____ Starting Compensation _____ Ending Compensation _____

Name of Overseer _____ May we contact this person as a reference? YES NO

Average weekly attendance (*If applicable*): _____ Position and Ministry Description: _____

Reason for leaving: _____

Previous Church or Employer _____ Phone (_____) _____

Address _____ City _____ State _____ Zip Code _____

Dates of Service: _____ to _____ Starting Compensation _____ Ending Compensation _____

Name of Overseer _____ May we contact this person as a reference? YES NO

Average weekly attendance (*If applicable*): _____ Position and Ministry Description: _____

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Reason for leaving: _____

Please detail Christian ministries you have worked with, indicating the duration of your involvement, location and role.

In the same manner, please list any secular work experience that has helped you prepare for your ministry.

Please evaluate your practical abilities. Indicate whether you have: Limited skills, Moderate skills, or Proficiency.

	L	M	P		L	M	P
Recruit leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equip others for ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Based Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Camano Chapel is a multiple staff church. Please give examples of how you would work with a ministry team and with your staff overseer.

EDUCATION PROFILE:

Name:	Location:	Years Completed:	Graduated:	Last year:
High School _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Trade or Business School _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
College (*) _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Bible College or Seminary (*) _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
How many years of Bible have you had? _____				
Do you plan any further study? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain _____				

PERSONAL PROFILE:

What part have you taken in the activities of the communities where you have lived? _____

What are some of your favorite leisure, hobby and vacation interests? _____

What are your cultural interests (music, art, literature, and athletics) and how do you express these interests? _____

What books/periodicals have you read in the past 12 months (except for school)? Please list. _____

From past experience, how do you respond to stress? _____

Have you ever received counseling for emotional purposes? YES NO If yes, explain _____

In the last 5 years, have you struggled with any addictive behavior? (*ie. Alcohol, drugs, pornography, gambling*) YES NO

If yes, explain: _____

Do you use alcohol? YES NO If yes, explain: _____

Have you ever been convicted of a felony? YES NO (If yes, please give the date, place and nature of the charge of which you were convicted. Note: A conviction will not necessarily disqualify you from employment).

Do you have any current criminal charges pending against you? YES NO If yes, describe _____

Have you worked or attended school under any other name? YES NO If yes, give name(s) _____

May we check with your present or past employer for a reference? YES NO

If hired, can you furnish proof that you are eligible to work in the United States? YES NO (employment is contingent upon satisfactory proof of eligibility to work in the United States).

STATEMENT OF FAITH

To achieve coherence and unity within the ministry; to assure that the work of the ministry is conducted in a manner worthy of the calling to which Camano Chapel has been established; to maintain fidelity to the announced purpose, vision and mission of Camano Chapel, even as described in its constitution and by-laws; to advance these compelling interests of Camano Chapel; and to foster a loving supportive and redemptive work environment with the ministry, Camano Chapel evaluates each prospective employee in part, according to his or her ability and willingness to subscribe to these principles and requires that each employee of the organization enthusiastically embrace the Statement of Faith, The Doctrines Camano Chapel's Elders Hold to be True, as well as the Purpose, Vision and Mission statements as part of the employment process to affirm such principles in their lives, both in and out of the work place.

Please read the enclosed Camano Chapel Statement of Faith, The Doctrines Camano Chapel Elders Hold to be True, and Camano Chapel Constitution and Bylaws and sign below. Without reservation, I hereby agree with Camano Chapel's Statement of Faith and Doctrines Camano Chapel Elders Hold to be True.

Applicant's signature _____ Date _____

CHARACTER REFERENCES

Five references are needed. *(Please use references who know you well - - not mere acquaintances.)*

Pastor _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____ Free to contact
 Please wait to contact

A teacher/mentor _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____ Free to contact
 Please wait to contact

A ministry partner _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____ Free to contact
 Please wait to contact

Other _____ Length of time known _____
Home Phone (____) _____ Work Phone (____) _____ Free to contact
 Please wait to contact

Please provide each of your references a copy of the attached reference questionnaire and a self-addressed stamped envelope addressed to Camano Chapel, 867 S. West Camano Drive, Camano Island, WA 98282 ATT: Aaron Bardon, or scan and email to aaronbardon@camanochapel.org.

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration of employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

Background Authorization:

I understand that prerequisites for all candidate finalists may include completion of the DISC Test and StrengthsFinder2.0 Personality Inventories (or similar human resource tool), and standard Washington State Department of Motor Vehicle evaluation as a part of final screening .

Employment at Will:

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of Camano Chapel, has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing except where stated in Camano Chapel's Constitution and By-laws. Further, no staff member may alter the at-will nature of the employment relationship unless done so specifically and in writing. This employment at will relationship shall remain in effect throughout your employment.

I have read, understand and consent by my signature to these statements.

Applicant's signature _____ Date _____

PRE-EMPLOYMENT INVESTIGATIVE REPORT RELEASE

I understand that Camano Chapel may obtain a consumer investigative report for employment purposes. This report will contain a review of my credit history. I further understand that the use of a photocopy of this form may be necessary to verify this information; I authorize this use and request that such a photocopy be honored fully.

POST-EMPLOYMENT INVESTIGATIVE REPORT RELEASE

I understand if hired by Camano Chapel my fingerprints may be submitted to the FBI in compliance with Title 12 of the United States Code, Section 1730.

Full Name (Print)

Social Security Number

Signature of Applicant

Date

Street Address

City

State

Zip Code

APPLICATION ATTACHMENT - - REFERENCE QUESTIONNAIRE

APPLICANT NAME: _____

REFERENCE NAME: _____

(Circle Reference Provider: Pastor, Teacher/Mentor, Ministry Partner, Other)

1. How long, under what circumstances, and how well have you known the applicant?
2. In each category check the characteristic(s) which to your knowledge best describes the applicant.
Add brief comments if you like.

PHYSICAL HEALTH

- _____ Somewhat below par
- _____ Fairly healthy
- _____ Good health

PERSONALITY

- _____ Avoided by others
- _____ Tolerated by others
- _____ Accepted by others
- _____ Liked by others
- _____ Sought after by others

ACHIEVEMENT

- _____ Does only what is assigned
- _____ Starts but does not finish
- _____ Meets average expectations
- _____ Resourceful and effective
- _____ Superior creative ability

TEAMWORK

- _____ Frequently causes friction
- _____ Prefers to work alone
- _____ Knows how to follow
- _____ Works well with others
- _____ Most effective in teamwork

KNOWLEDGE OF BIBLE

- _____ Quite limited
- _____ Sketchy
- _____ Basic, but improving
- _____ Well established
- _____ Superior grasp

SPRITUAL MATURITY

- _____ Has made basic commitment
- _____ Somewhat rigid beliefs
- _____ Active and growing faith
- _____ Exceptional insight and discipline

INTELLIGENCE

- _____ Learns and thinks slowly
- _____ Average mental ability
- _____ Alert, has good mind
- _____ Intelligent, makes thoughtful analysis
- _____ Brilliant, exceptional capacity

RESPONSIVENESS

- _____ Slow to sense how others feel
- _____ Reasonably responsive
- _____ Understanding and thoughtful
- _____ Accurately aware of other people
- _____ Responds with unusual insight, sensitivity

LEADERSHIP

- _____ Makes no attempt to lead
- _____ Tries but lacks ability
- _____ Has some leadership skills
- _____ Above average leadership skills
- _____ Unusual, exceptional leadership

EMOTIONAL STABILITY

- _____ Somewhat over emotional
- _____ Inclined to be apathetic
- _____ Has rapidly shifting moods
- _____ Usually well balanced

APPLICATION ATTACHMENT - - REFERENCE (continued)

3. The columns below have a series of positive and negative characteristics. The purpose of this section is to analyze the balance of the applicant's personality and the relative quality of positive and negative factors. For each word in both columns place one of the following numbers that indicates your dominant impression of the applicant in that particular area.

- 1 – almost always
- 2 – usually
- 3 – often
- 4 – occasionally
- 5 – seldom
- 6 – never

_____ calm
_____ confident
_____ faithful
_____ open-minded
_____ attractive
_____ clear thinking
_____ optimistic
_____ impatient
_____ worried
_____ anxious
_____ domineering
_____ offensive
_____ irritated
_____ discouraged

_____ cheerful
_____ accepting
_____ self-content
_____ serene
_____ understanding
_____ relaxed
_____ happy
_____ depressed
_____ prejudiced
_____ cocky
_____ nervous
_____ intolerant
_____ tense
_____ sullen

4. Give any information you can in regard to the home background of the applicant which may be pertinent to this application.

5. Are there any special circumstances that might relate to this application?

6. Would you hire this person if you had a position in your organization? YES NO
Reason:

Signed _____ Date _____

Address _____

Phone (_____) _____

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- _____ Somewhat rigid beliefs
- _____ Active and growing faith
- _____ Exceptional insight and discipline

INTELLIGENCE

- _____ Learns and thinks slowly
- _____ Average mental ability
- _____ Alert, has good mind
- _____ Intelligent, makes thoughtful analysis
- _____ Brilliant, exceptional capacity

RESPONSIVENESS

- _____ Slow to sense how others feel
- _____ Reasonably responsive
- _____ Understanding and thoughtful
- _____ Accurately aware of other people
- _____ Responds with unusual insight, sensitivity

LEADERSHIP

- _____ Makes no attempt to lead
- _____ Tries but lacks ability
- _____ Has some leadership skills
- _____ Above average leadership skills
- _____ Unusual, exceptional leadership

EMOTIONAL STABILITY

- _____ Somewhat over emotional
- _____ Inclined to be apathetic
- _____ Has rapidly shifting moods
- _____ Usually well balanced

APPLICATION ATTACHMENT - - REFERENCE (continued)

3. The columns below have a series of positive and negative characteristics. The purpose of this section is to analyze the balance of the applicant's personality and the relative quality of positive and negative factors. For each word in both columns place one of the following numbers that indicates your dominant impression of the applicant in that particular area.

- 1 – almost always
- 2 – usually
- 3 – often
- 4 – occasionally
- 5 – seldom
- 6 – never

_____ calm
_____ confident
_____ faithful
_____ open-minded
_____ encouraging
_____ clear thinking
_____ optimistic
_____ impatient
_____ worried
_____ anxious
_____ domineering
_____ offensive
_____ irritated
_____ discouraged

_____ cheerful
_____ accepting
_____ self-content
_____ serene
_____ understanding
_____ relaxed
_____ happy
_____ depressed
_____ prejudiced
_____ cocky
_____ nervous
_____ intolerant
_____ tense
_____ sullen

4. Give any information you can in regard to the home background of the applicant which may be pertinent to this application.

5. Are there any special circumstances that might relate to this application?

6. Would you hire this person if you had a position in your organization? YES NO
Reason:

Signed _____ Date _____

Address _____

Phone (_____) _____