



FORCEY BIBLE CHURCH

Forcey Bible Church Employment Application

Instructions:

Please complete this application and send to mike-maslin@forcey.org by January 9, 2021.



Position Description

Position Title: Ministry Assistant

The Ministry Assistant role is a part-time position of 24 -30 hours per week serving in two primary ways: Lead Receptionist in the church office and providing ministry support for the pastoral staff and church ministries. Occasional weekend work will be required.

Reports to: Lead Pastor

Responsibilities include:

- Receptionist
 - Answering the office phone
 - Receiving walk-in traffic in the church office
 - Responding to general church email
 - Managing church paper mail
 - Order supplies and manage supply inventory
- Ministry Support
 - Working with the pastoral staff to schedule meetings and prepare for events
 - Lead in coordinating events and projects such as funerals, special events, and other initiatives.
 - Provide general office support for church ministries such as seniors ministry, men's and women's ministries, pre-school ministries, Forcey Christian School, etc.

Physical Demands and Work Environment

- Ability to regularly move around the facility accessing classrooms, offices and storage areas
- Ability to move materials and light office equipment

Minimum Qualifications

- Clear personal testimony of faith in Christ for salvation
- Full agreement with Forcey Bible Church Articles of Faith, mission, and teaching
- Member in good standing at Forcey Bible Church, or willingness to become a member
- Strong interpersonal and communication skills consistent with Christian character
- Experience as Administrative or Ministry Assistant and/or in general office work
- Proficiency in Microsoft Office and other general office software
- Willingness and ability to learn new software applications
- Ability and commitment to exercise appropriate discretion and confidentiality
- Willingness to undergo a thorough background and motor vehicle record check



Position Description

Position Title: Communications Coordinator

The Communications Coordinator role is a part-time position of approximately 20-25 hours per week working with church leadership and staff to develop, publish and disseminate church communications and publications. This position can be performed fully in-person or with partly remote work.

Reports to: Lead Pastor

Responsibilities include:

- Designing, formatting and publishing the weekly church bulletin
- Initiating collaboration with church staff and ministry leaders to develop effective communication and cross-promotion of ministry events and initiatives
- Managing the church social media profile and developing postings which advance and are consistent with the church's mission, doctrine and vision
- Performing regular website maintenance and updates
- Manage messaging on church LED street sign, interior bulletin boards and other signage
- Coordinating, publishing and distributing the monthly church newsletter and annual report
- Other communications assignment as needed

Minimum Qualifications

- Clear personal testimony of faith in Christ for salvation
- Full agreement with Forcey Bible Church Articles of Faith, mission, and teaching
- Member in good standing at Forcey Bible Church, or willingness to become a member
- Strong interpersonal and communication skills consistent with Christian character
- Proficiency in Microsoft Office and other general office software
- Willingness and ability to learn new software applications
- Thorough working knowledge of major social media platforms and website development and maintenance
- Excellent writing skills with an attention to detail
- Ability and commitment to exercise appropriate discretion and confidentiality
- Willingness to undergo a thorough background and motor vehicle record check

Position Applied For: Ministry Assistant Communications Coordinator

About You

Your Full Name: _____ Today's Date: _____

Present Address: _____

Phone Number: _____ Type: Home Cell Work

Email: _____

Are you 18 years or older? Yes No

Have you been baptized? Yes No

If yes, approximate date: _____ Church: _____

Are you a current member of Forcey Bible Church? Yes No

Questions:

1. How did you become a Christian? Please describe briefly.

2. Have you read [the Forcey Bible Church Articles of Faith](#)? Yes No

Please share any areas of the Articles of Faith of Forcey Bible Church where you have more questions or are not in full agreement.

3. List the churches you have regularly attended since you became a Christian.

Name of Church	Address of Church	Member (Y/N)

4. Please share why you are you applying for this position?

5. In what ways do you feel you are gifted or skilled that will help you to serve effectively in this role?

Education History

Education Level	Name and Location	Year Graduated	Degree (if applicable)
High School			
College			
Graduate			

Employment History

List two most recent places of employment and any others you want to tell us about.

Dates	Name of Company/ Employer	Position/Title	Reason for Leaving

Have you ever been discharged or asked to resign? Yes (If yes, please explain.) No

Have you been convicted of a felony or misdemeanor? Yes No

If yes, please explain the date and nature of each offense. (Note: A conviction does not necessarily exclude you from employment.)

References

Professional Reference(s)	Phone or Email	Years Known
Personal Reference(s)	Phone or Email	Years Known

Can you verify your identity and eligibility to work in the United States? Yes No

Are you willing to undergo a criminal background check? Yes No

Physical Limitations

Please review the Position Description and the bona fide physical requirements to adequately perform this job. Can you perform the functions of this job with reasonable accommodations? Yes No (If you need an accommodation, please describe.)

Emergency Contact

Name: _____ Relationship to Applicant: _____

Phone: _____ Email: _____

Signature

To the best of my knowledge, the facts in this application are true and complete. If hired, untrue statements in this application may be grounds for dismissal.

I authorize the investigation of all statements in this application. The church may contact all references, employers, public agencies, and educational institutions to verify the accuracy of the information provided by me in this application, my resume, or job interviews. As allowed by law, references may give information concerning my previous employment and any pertinent information. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand that the church does not unlawfully discriminate in employment, and that no question on this application is used for the purpose of limiting an applicant in this regard. As a Christ-centered, Bible-believing church, we may exercise preference on the basis of religion in our employment decisions.

I understand that this application will be processed and reviewed carefully up until the application deadline stated above, and I will be contacted directly with a result from that review.

Signature: _____ Date: _____