

McLean Bible Church

Application for Employment

Our vision at McLean Bible Church is to make an impact upon the secular community around us with the message of Jesus Christ.

CORE VALUES:

① People matter to God and to us ② The Gospel message transforms people's lives ③ Ministry goal is to transform people into fully devoted followers of Christ ④ Ministry and evangelism must be carried out in a relevant way ⑤ People must be treated gently and respectfully ⑥ People need to be connected to a caring community ⑦ Every Christian has a God-given ministry ⑧ Everything we do for Christ must be done with excellence ⑨ Our church must have an evangelistic impact on our community ⑩ We must be willing to step out in visionary faith and take risks for God

ETERNAL VALUES:

①The Bible is inerrant and infallible ②The Bible is the guide for all faith and practice ③Where the Bible is clear, we will be emphatic. Where the Bible is silent, we must allow people freedom ④Jesus Christ is God in human flesh ⑤All people are eternally lost; salvation is by faith in Jesus Christ apart from human works ⑥Jesus Christ is the head and authority of the Church ⑦All ministry that is effective must be empowered by the Holy Spirit ⑧God moves in response to our united and personal prayer ⑨The glory of God is the motive for our ministry

Position Applying For: _____

Personal Please type/print complete answers. Statements are subject to verification.

Name: _____
LAST, FIRST, MIDDLE INITIAL

Street Address: _____

City/State/Zip: _____

Telephone: Home (____) _____

Work (____) _____

Cell (____) _____

E-mail Address: _____

License/Commission/Ordination Date: _____

Social Security # (optional): _____

Type of Position: full-time part-time

temporary intern

Date Available: _____

Salary Expectation: _____

Church Affiliation (optional): _____

Relatives on staff at MBC: _____

Relationship? _____

Friends on staff at MBC: _____

- | | | |
|---|------------|-----------|
| 1. Are you 18 years of age or older? | Yes | No |
| 2. Have you been previously employed by MBC or worked as a Volunteer?
If Yes, give position and dates: | Yes | No |
| 3. How did you learn of MBC employment opportunities?
Newspaper Ad MBC Bulletin MBC Career Ministry
MBC Website Employee Referral (list name)
Other | | |
| 4. Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?
If No, please explain (<i>use a separate sheet if necessary</i>) | Yes | No |
| 5. Have you been known by any other names, which MBC will require to verify education, employment, and other pertinent records as furnished on this application?
If Yes, list names: | Yes | No |
| 6. Are you legally eligible to work in the United States?
Note: In compliance with the Immigration Reform and Control Act of 1986, you will be required to verify and document your employment eligibility if hired. | Yes | No |
| 7. Have you ever been arrested or convicted of a crime (<i>that has not been expunged</i>)?
If Yes, explain, including dates: | Yes | No |
| 8. Is there any circumstance or pattern in your life, which would make it inappropriate for you to work around minors or would compromise the integrity of McLean Bible Church?
If Yes, explain: | Yes | No |
| 9. Have you ever been accused of, charged with, alleged to have committed, committed any act of neglecting, abusing, molesting or battering any child or adult?
If Yes, explain: | Yes | No |
| 10. As an adult, have you ever had a sexual relationship and/or sexual contact with a minor?
If Yes, explain: | Yes | No |
| 11. Have you ever been discharged for misconduct or unsatisfactory performance, or been forced to resign from any position?
If Yes, explain: | Yes | No |

Employment

Complete in detail even if you are submitting a resume. List experience starting with your most recent position. Explain any lapse of time not accounted for. Attach supplement if necessary.

May we contact your current employer? Yes No

1	EMPLOYER:	FROM		TO		BASE SALARY: STARTING \$ _____ FINAL \$ _____
		MO	YR	MO	YR	
	STREET ADDRESS:					
	CITY/STATE/ZIP:	NAME/TITLE OF SUPERVISOR:				
	JOB TITLE/RESPONSIBILITIES:	SUPERVISOR'S PHONE #:				
		REASON FOR LEAVING:				

2	EMPLOYER:	FROM		TO		BASE SALARY: STARTING \$ _____ FINAL \$ _____
		MO	YR	MO	YR	
	STREET ADDRESS:					
	CITY/STATE/ZIP:	NAME/TITLE OF SUPERVISOR:				
	JOB TITLE/RESPONSIBILITIES:	SUPERVISOR'S PHONE #:				
		REASON FOR LEAVING:				

3	EMPLOYER:	FROM		TO		BASE SALARY: STARTING \$ _____ FINAL \$ _____
		MO	YR	MO	YR	
	STREET ADDRESS:					
	CITY/STATE/ZIP:	NAME/TITLE OF SUPERVISOR:				
	JOB TITLE/RESPONSIBILITIES:	SUPERVISOR'S PHONE #:				
		REASON FOR LEAVING:				

4	EMPLOYER:	FROM		TO		BASE SALARY: STARTING \$ _____ FINAL \$ _____
		MO	YR	MO	YR	
	STREET ADDRESS:					
	CITY/STATE/ZIP:	NAME/TITLE OF SUPERVISOR:				
	JOB TITLE/RESPONSIBILITIES:	SUPERVISOR'S PHONE #:				
		REASON FOR LEAVING:				

Education

Type of School (College, Business, Vocational, Military, Technical, etc.)	Complete Name/Address of School	Major Course/ Degree Received	Did you graduate?	GPA
High School				

Computer Skills

	SOFTWARE APPLICATIONS	HARDWARE	PROFICIENCY (3)		
			High	Average	Low
Word Processing					
Spreadsheets					
Databases					
Graphic/Presentations					
Website					
Other					

List foreign languages you know (read/write/speak) (optional): _____

Supplemental Data (attach additional page if needed)

Summarize pertinent information that is not in other sections of this application. Include special recognition, honors, publications, research, technical skills, and related professional activities, volunteer experience or career interests.

Have you worked in any other Christian ministries? What are your expectations of working for a Christian ministry?

Why do you wish to work for McLean Bible Church?

Do you attend MBC regularly? ____yes ____no How long? _____ Member? ____ yes ____ no

List any previous participation in McLean Bible Church activities:

What are your long-term career goals and how do you see this position as a means to help you attain them?

Spiritual Journey

In brief, tell us about when you came to know Jesus Christ as your personal savior (If necessary, use a separate sheet of paper)

How would you describe your personal relationship with Christ?

Would you have any problems living in accordance with MBC's Vision, Core Values and Standards of Christian Conduct?

Yes No

If Yes, please explain:

References

Print name, current title, organization, telephone number, and email. Former and current supervisors preferred.

1		Phone #	Email:
2		Phone #	Email
3		Phone #	Email
4		Phone #	Email

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for termination. I hereby authorize McLean Bible Church to obtain all data needed to support this application from educational institutions, past employers, references I have provided, and any other persons who can attest to my ability, character, reputation, and previous employment record. I hereby release McLean Bible Church, all of its agents, and all such institutions, employers, references, and other persons and organizations from any and all liability for any damage that may result from furnishing such data and information to McLean Bible Church, and I waive any right that I may have to inspect any references and other data and information provided on my behalf. I also understand that my acceptance of an offer of employment would constitute "employment at will," which gives McLean Bible Church and/or me the right to terminate my employment at any time, with or without cause or notice.

My signature below indicates I have read the McLean Bible Church's **Standards of Christian Conduct and MBC's Vision and Values**, and that I agree with them in total, and I willingly attest that I am a born-again Christian believer who will strive to exemplify and represent Jesus Christ, my Savior, in my daily work and my entire life at all times during my employment with McLean Bible Church. In addition, I have read, agree with and willingly abide by the attached Standards of Christian Conduct for staff.

Signature

Date

McLean Bible Church, Attn: Human Resources, P.O. Box 9300, McLean, VA 22102-9300 Phone 703-639-2000

McLean Bible Church

Standards of Christian Conduct for Staff

MBC has established a Vision, Core Values, and Eternal Values. These are based on and supported by the Word of God to impact Christians and especially the secular community. These are central to MBC's ability to carry out through the work of its staff MBC's religious mission to reach the world for Christ.

It is the desire of MBC to hire and retrain staff that affirm and abide by these statements. MBC takes on the task of providing a work environment where each staff member can grow professionally, personally, and spiritually while effectively carrying out MBC's mission to lead people to saving faith in Jesus Christ. Each staff member of MBC is expected to integrate these statements into both their work and personal lives.

To ensure each staff member is afforded the broadest opportunity to become truly committed workers for Jesus Christ, MBC holds each employee responsible to abide by the following:

Support of Working Mothers – To afford working mothers the opportunity to serve Christ outside the home and provide one-on-one nurturing care for their children, MBC supports mothers by encouraging them to schedule their hours to balance both responsibilities.

Purity Statement – In an age where secular society is increasingly confused about sexual identity and purity, MBC is committed to hiring staff whose personal aim is to follow God's desires and maintain the highest standards of biblical purity in their interpersonal relationships. Staff with clear understanding and consistent practice of abstinence by unmarrieds (which includes not living with someone of the opposite sex), monogamy in marriage, and only heterosexual relationships, become effective agents of the healing power of Jesus Christ to victims of sexual confusion.

Safe Place Statement – MBC believes that staff must be free to perform their jobs to their highest ability in an environment that is free from unlawful harassment. Both women and men must remain cognizant and sensitive to the harmful effects of unwanted behavior. All staff must comply with MBC's *Policy Regarding Unlawful Harassment*, which has been provide to all staff upon commencement of MBC employment (additional copies available upon request).

Social Behavior – Restraint from use of excessive alcohol and tobacco by MBC staff reflects positively on both the employee and MBC, upholding MBC's high standards of personal and social behavior. Staff may not use tobacco or alcohol on MBC premises.

MBC is pleased to be a resource to staff striving to use the word of God in their everyday walk with Jesus Christ. MBC encourages staff needing clarification on issues that affect their work and personal lives, to consult with the ministerial staff for guidance and direction to uphold MBC's vision, core values, and eternal values during their employment.

I understand that I am expected to comply with these Standards of Christian Conduct. If I disagree with or do not conform to this statement, or if I do not repent and change unacceptable behavior detailed in these standards, I understand and agree that I will resign or I will be terminated from MBC.

My signature below indicates I have read this statement of Standards of Christian Conduct for staff, agree to it in total, and will willingly abide by it.

Signature

Date

Name Printed

McLean Bible Church

Our Vision & Values

Our Vision: The vision of McLean Bible Church is to make an impact on secular Washington with the message of Jesus Christ

Our Core Values: At McLean Bible Church, we desire to honor Jesus Christ. We are committed to the authority of the Scriptures, and we are dependent upon the enabling power of the Holy Spirit. The vision of McLean Bible Church incorporates 10 core values:

1. People matter to God and to us. (Luke 15)
2. The gospel message transforms people's lives. (2 Corinthians 5:17)
3. The goal of our ministry is to transform people into fully devoted followers of Christ. (Matthew 28:18-20; Ephesians 4:11-16)
4. Ministry and evangelism must be carried out in a relevant way. (1 Corinthians 9:22b)
5. People must be treated gently and respectfully. (1 Peter 3:15)
6. People need to be connected to a caring community. (1 Thessalonians 4:9-10; Acts 4:34-35)
7. Every Christian has a God-given ministry. (Ephesians 4:12)
8. Everything we do for Christ must be done with excellence. (Colossians 3:23-24)
9. Our church must have an evangelistic impact on our community. (1 Thessalonians 1:8; Acts 6:7)
10. To accomplish our mission we must be willing to step out in visionary faith and take risks for God. (Hebrews 11:6)

Eternal Values

1. The Bible is inerrant and infallible. (2 Timothy 3:16a)
2. The Bible is the guide for all faith and practice. (2 Timothy 3:16b-17)
3. Where the Bible is clear, we will be emphatic. Where the Bible is silent, we must allow people freedom. (2 Corinthians 3:17; Romans 14:1-4)
4. Jesus Christ is God in human flesh. (John 1:1)
5. All people are eternally lost; salvation is by faith in Jesus Christ apart from human works. (Luke 19:10; Ephesians 2:8)
6. Jesus Christ is the head and authority of the Church. (Colossians 1:18)
7. All ministry that is effective must be empowered by the Holy Spirit. (John 15:5)
8. God moves in response to our united and personal prayer. (James 5:16b)
9. The glory of God is the motive for our ministry. (1 Corinthians 10:31)

My signature below indicates I have read this statement of McLean Bible Church's Vision, Core Values and Eternal Values and that I agree with them in total, and I willingly attest that I am a born-again Christian believer who will strive to exemplify and represent Jesus Christ, my Savior, in my daily work and in my entire life at all times during my employment with McLean Bible Church.

Signature

Date

Name Printed