

Ministry Leader Role in Life Team Application Process

Step One: Check Ministry Platform, Social Media, and send a Campus Staff Approval Email

Step Two: Copy the following email script and send via your church Outlook email account to the Life Team candidate you are recruiting. *Minors: All application email communication and links should be sent to parent email, not student.*

Name,

I'm excited about your desire to Serve People on the Life Team with (insert ministry)! Please know that safety is our first priority for our kids and students. Safety helps provide a consistent environment for children and students and also provides our parents with peace of mind when leaving their children in our care.

To that end, our application process includes multiple steps. As you walk through each step, you'll be empowered to join us on the mission to provide safe environments where the gospel can shine!

Start the journey with us by filling out the [Life Team Application here](#).

Step Three: When applicant completes the application (includes policies and procedures signature), you will receive an MP task to review and approve the application.

1. The Global Admin will send you an email with the Life Team Application responses for your review.
2. If the application looks good, go back to MP and complete the task that was assigned to you. This will move the candidate to the next step.

Step Four: When references have responded and a background check has been completed, you will receive an MP task to schedule a personal screening interview with the applicant. Global Admin will copy you in emails to applicant so you are aware of the applicant's progress. *Minors (under 18) will not have background check or policy signature.*

1. You must use [this screening form](#) (attached to MP task) to conduct your interview.
2. *Minor Screening Interview Reminders:*
 - a. *Ministry Leader should review policies and procedures with minors at screening interview. Policy notes can be found [here](#).*
 - b. *Parent of minor applicant should be invited to this meeting, but not required to attend.*
3. Upon completion, mark your MP task complete.

Step Five: When the applicant completes their Sexual Abuse Awareness video training, you will receive a final MP task letting you know that your applicant is now an approved Life Team member and can be onboarded and trained.

Links for Staff:

1. [Application Link](#)
2. [Reference Check Link](#)
3. [Screening Interview Link](#)
4. [Kids Policies Link](#)
5. [Student Policies Link](#)
6. [Recreation Policies Link](#)