



**THANK YOU FOR YOUR INTEREST IN EMPLOYMENT  
AT VINEYARD CHURCH OF COLUMBUS!**

We are committed to kingdom diversity in our hiring practices and are excited to learn more about your God-given gifts and talents to advance His kingdom! Our work environment is relaxed and family-friendly and our staff members are regularly encouraged in their own spiritual walk and growth in order to lean into the power and presence of the Holy Spirit to fulfill our part in accomplishing His purposes here.

If the Lord is calling you to serve in employment at VCC, please prayerfully consider our list of job openings based on your skills and qualifications. These can be found on our Web site at [www.vineyardcolumbus.com](http://www.vineyardcolumbus.com) by clicking on "job openings" on the left side of the page or a list of job openings may be picked up at the Info counter during weekend services and the front desk during business hours (8:30- 5:00 M-F). VCC membership is required for all positions.

A resume will not be accepted in lieu of an application. Please complete and submit an application and send it, with a copy of your resume, to [vineyard.hr@vineyardcolumbus.org](mailto:vineyard.hr@vineyardcolumbus.org). Completed applications may also be dropped off at the Info counter during weekend services or the front desk during business hours (8:30- 5:00 M-F) or mailed to: Attn: Human Resources, 6000 Cooper Rd., Westerville, OH 43081. Please note, all signature lines must be filled in by signing or typing in your name to be considered for employment.

Once your completed application is received in human resources, you will receive an e-mail or postcard (if you do not have an e-mail address) acknowledging that we have received it. If you meet the qualifications for a current job opening, your application will be forwarded to the department hiring manager for review and consideration. The hiring manager will contact you directly if your qualifications meet the needs of the position and you are selected for an interview.

If you are not selected for the job, your application will be maintained on file for nine months. It will be reviewed for future job openings matching your qualifications. But please call or e-mail human resources at (614) 259-5240 or [vineyard.hr@vineyardcolumbus.org](mailto:vineyard.hr@vineyardcolumbus.org) if another position opens for which you would like to be considered.

We are happy to be of assistance with any other questions you may have regarding the application process and please accept our prayers for a successful job search!



# APPLICATION FOR EMPLOYMENT

## APPLICANT INFORMATION

Name				Date	
Address				Apt #	
City		State		ZIP	
Home Phone			E-mail		
Other Phone			Date Available	Desired Wage	\$
Position(s) Applying For:				<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time	
Referred By (person's name, bulletin, Mix, Web site, etc.)					
Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, can you provide a work permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Are you a member of Vineyard Columbus?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how long?		
If not, are you a regular attendee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how long?		
Are you involved in a VCC small group?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, which one?		

## EDUCATION (LIST LAST THREE SCHOOLS ATTENDED)

School				Major		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
School				Major		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
School				Major		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

## REFERENCES (LIST THREE INDIVIDUALS NOT RELATED TO YOU)

*Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address		City, State, Zip	
Full Name		Relationship	
Company		Phone	
Address		City, State, Zip	
Full Name		Relationship	
Company		Phone	
Address		City, State, Zip	

**EMPLOYMENT HISTORY (BEGIN WITH THE CURRENT OR MOST RECENT EMPLOYER)**

Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Employer				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**ADDITIONAL INFORMATION**

Please write a brief description of your interest in the position, and the skills, abilities, education, experiences, training, licenses and/or certificates that may qualify you for the position for which you are applying.

## COMPUTER SKILLS

Please mark the appropriate box to indicate how proficient you are with each of the following software packages.

	Advanced	Intermediate	Basic	None
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Macintosh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please list below):				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## APPLICANT STATEMENT

I certify that the information I have submitted above together with that contained in any accompanying documents by which I am attempting to induce Vineyard Church of Columbus to hire me (including a resume, any addendum to this application or letters of reference) is accurate and complete and may be relied upon for the purpose of evaluating my suitability to be employed by the church. I authorize any reference listed in my application or my resume (including addendums thereto), as well as former employers, to release any information they may have regarding my character, my fitness for the job for which I am applying and my employment history. I release all such references from liability for any damage that may result from furnishing such evaluations, and I waive any right that I may have to inspect references provided on my behalf. A photocopy of this release shall be as valid as the original.

Should Vineyard Church of Columbus employ me, I agree to be bound by the church's Code of Regulations and by its policies and to refrain from unscriptural and illegal conduct in the performance of my services on behalf of the church. I understand that as an employee of Vineyard Church of Columbus, I am required to maintain membership in good standing with VCC, including the commitments as defined in the VCC Staff Covenant (see attached). The Senior Pastor and/or Senior Pastoral Team must approve any exception to this requirement.

**Signature**  
(If submitting electronically,  
please type your name here)

**Date**

## STAFF COVENANT

We believe that it is an honor and privilege to be employed at Vineyard Church of Columbus and to have the opportunity to use our God-given gifts and talents to advance His kingdom. As a staff member in VCC, we recognize that we are called to be representatives of the Lord and the church and we must continually lean into and depend upon the power and presence of the Holy Spirit to fulfill our part in accomplishing His purposes here, for without Him, we can do nothing. As I Peter 4:8-11 says, "Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To Him be the glory and the power for ever and ever."

Therefore, I understand and agree to the following calling and commitments as a member of the Vineyard Columbus staff:

### Calling:

As a staff member of Vineyard Church of Columbus, I recognize that...

1. I represent Jesus, his Kingdom and this church to people I find myself involved with daily; both those within and outside our church.
2. I have been entrusted by the Lord to be an example in this church by expressing its vision, values and practices.
3. I have a part in leading others in the imitation of Christ, recognizing that as a representative of the church, others will follow what I think, say and do. My calling is to model Christ through humility, the example of servant hood, and godly stewardship of my time, the church's property and its resources.

### Commitment:

As a staff member of Vineyard Church of Columbus (VCC), I am a representative of this church and our Lord Jesus Christ. Therefore, I commit to ...

1. Maintain and grow in my personal life with Jesus, focusing on the importance of the regular disciplines of bible reading, worship and prayer.
2. Attend VCC weekend services regularly (3 out of 4 weeks per month).
3. Regularly attend and participate in a VCC small group (home, men's, women's, Joshua House, etc.).
4. Demonstrate moral purity, relational wholeness, the fruits of the Spirit and the fostering of a good reputation as a man or woman of character.
5. Hold all marriage covenants, especially my own, in high regard and, when necessary, to resolve, submit problems to the care and counsel of church leadership.
6. Remain loyal to my fellow staff members, supervisors and pastoral leadership through my speech and actions. I will exhibit this by being kind, courteous, and punctual; expressing honor and appreciation; refraining from gossip; resolving to address any conflicts by following Matthew 18; willingly offering and receiving forgiveness; and recognizing and encouraging one another's gifts and abilities.
7. Support the priorities, ministries and organizational structure in the church, working through proper pastoral and supervisory relationships when I desire to speak about matters of concern.
8. Model a life of giving and trust by giving 10% of my income (i.e., a tithe, or tenth) to the Lord to the Vineyard Church of Columbus, or, if necessary, to intentionally work with my pastoral leader on staff to formulate a plan toward this end with God's help.
9. Cultivate a lifestyle of evangelism and service, ready to give witness of his life in me in every endeavor of life.
10. If necessary, submit internally irresolvable employment disputes to Christian mediation.

As a prospective staff member of this church, I agree with and purpose to live out the calling and commitments of this agreement as conditions of employment.

### Signature

(If submitting electronically,  
please type your name here)

Date