



Date Received _____

- | | |
|--------------------------|---------------------------------|
| _____ Pastor Reference | _____ Transcripts |
| _____ Supervisor Ref. | _____ Résumé |
| _____ Colleague Ref. | _____ Secondary References |
| _____ Personal Reference | _____ Criminal Background Check |
| _____ Admin 1 | _____ Admin 2 |

MINISTRY LEADERSHIP APPLICATION

OUR MISSION:

To provide for Christian families a Christ-centered education that disciples our students to honor Jesus Christ in thought, word and deed.

Please print or type. Complete all information on this application and return it to the attention of the *Administrator, Westlake Christian Academy, 275 South Lake St., Grayslake, IL 60030*

LEADERSHIP PROFILE

Westlake Christian Academy is both a Christian ministry and a school. As such, individuals who work at Westlake must possess all the traits necessary to be an effective minister for Christ as well as the technical skills of an educator. The following are minimum standards of employment at Westlake Christian Academy:

1. A born-again Christian with a mature walk of faith, whose lifestyle, convictions, and beliefs are in line with Biblical mandates, and the Holy Spirit of God.
2. One who is faithful in attendance and is actively involved in their own local, evangelical church.
3. Is able to clearly articulate the Biblical components of salvation, citing appropriate scripture passages, and able to lead a child to a saving knowledge of Jesus Christ.
4. Is in agreement and support of the school's Statement of Faith and Standards of Conduct
5. One who understands and is committed to the role, mission, vision and tenets of the philosophy of Christian school education at WCA.
6. Can obtain four personal references—one from their pastor, a recent colleague, and two other individuals.
7. Is willing to participate in an interview with the board and to allow a background check.
8. One who recognizes their personal calling of God into ministry.
9. Brings experience, knowledge, skills, and/or vision to the leadership role.

If you believe you meet the qualifications of the above leadership profile for Westlake Christian Academy, please complete the remainder of this application.

Name _____ Date _____

Home phone # _____ Cell phone # _____

Present Address _____
Street City State Zip

E-mail Address _____

I am interested in serving in a leadership capacity at Westlake Christian Academy in the area of

The Parents Association

The Board of Trustees

Names and current grades of children and/or dependents:

Do you have a personal assurance that you are a born-again Christian? _____

How long have you had this assurance? _____ Denominational affiliation _____

Name of church where member/attender _____ How long? _____

Are you currently attending weekly? _____ Name of Pastor _____

Marital Status: single married divorced remarried

If applicable: Spouse's name _____

Is spouse a born-again Christian? Yes No

Is spouse supportive of your serving in a Christian school? Yes No

Have you ever been: Discharged/disciplined in a previous employment or leadership role? Yes No
Arrested? Yes No

(If you answered "yes" to either of the above questions, please explain on separate paper.)

Will you abstain from any form of gambling, tobacco use, intoxication, and illegal use of drugs while formally serving at Westlake Christian Academy? Yes No

Do you subscribe without reservation to WCA's Statement of Faith? Yes No

Do you fully support WCA's role, mission and vision? Yes No

Can you work with other Christians who may differ from you in a point of doctrine? Yes No

If selected for a ministry leadership position, when would you be available to begin? _____

PROFESSIONAL PREPARATION & EXPERIENCE

Please include a résumé with this application including a list of the following information:

- 1) Education
- 2) Work, professional and leadership experiences including name and location, dates of employment, position held, immediate supervisor's name, and telephone number(s).
- 3) Any special courses or training including Bible training and Christian education courses.
- 4) Any awards, achievements, or recognition.
- 5) Any professional organization memberships, past and present.

PERSONAL STATEMENTS

Using additional paper, please type responses to the following statements/questions:

- 1) Give a brief account of your conversion explaining what makes you a Christian. Also describe your personal plan for continued spiritual growth.

- 2) Why do you want to serve in a leadership role at Westlake Christian Academy?
- 3) Provide evidence of your commitment to Christian education.
- 4) Describe qualities of an effective leader and evidence that you possess some of leadership qualities.
- 5) Provide a statement explaining your understanding of a biblical Christian education.
- 6) State any additional information you believe may be helpful to us in considering your application.

VERBAL STATEMENTS

Each ministry candidate is asked to participate in an interview. Following are some questions provided in advance to allow you to develop a well-thought out verbal response.

- 1) What do you think should be the distinctive characteristics of a Christian school?
- 2) How would you respond to a student asking the question, "How do I become a Christian?"
- 3) How does a Christian school differ from a non-Christian school?
- 4) What do you believe concerning homosexuality?
- 5) From your reading of the constitution, what do you understand is the role of Board of Trustees or the Parents Association within the school organizational structure?
- 6) Why do you think we ask that our leaders to abstain from any form of gambling, tobacco use, intoxication, and illegal use of drugs while serving at Westlake Christian Academy?
- 7) Describe any experience, knowledge, skills or talents including hobbies which would enhance your leadership capabilities in this role.

REFERENCES

Included with this application are four reference forms; three professional and one pastoral. These forms need to be given to your pastor, your most recent supervisor, a recent colleague, and another individual who could comment on your ability to be successful at Westlake Christian Academy. It is the responsibility of the applicant to disseminate all reference forms to these individuals. No application will be considered without receipt of all four reference forms. Please note that a waiver has been offered to you at the top of each reference form.

If you are seeking to serve as a member of the Board of Trustees, please attach the following documentation:

- a. Letters of recommendation from at least two other current Westlake families.
- b. A letter of recommendation from the current Westlake Faculty and Staff Assembly.
- c. A letter from the governing body of your local church attesting to your faithfulness in service to God and spiritual life.

Please initial here indicating your awareness of this waiver information. _____

APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Westlake Christian Academy does not discriminate in its leadership opportunities against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being selected for a leadership role or may subject me to dismissal regardless of the time elapsed before discovery.

I authorize Westlake Christian Academy to interview the references which I have listed, any secondary references acquired, or other individuals which know me and have knowledge regarding my testimony, character and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job. I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

I may be asked to submit to a fingerprint check federal or state authorities. I authorize the school to conduct a background check.. The school may refuse my application or terminate my involvement if deemed that any background information is unfavorable or reflects adversely on the school or on me as a Christian role model.

STANDARDS OF CONDUCT

The personal conduct of any Westlake Christian Academy leader should always be consistent with biblical standards. Actions that could bring dishonor or disgrace to the Lord Jesus Christ or the school will not be acceptable and may be grounds for termination. While a leader of the school, I shall abstain from any form of gambling, tobacco use, intoxication, and the illegal use of drugs.

I agree to do my part to keep sectarianism and denominationalism out of the school at all times because I understand the school's non-denominational position.

I understand that this is only an application for a leadership role at Westlake Christian Academy and that a leadership position is not being offered at this time.

I certify that I have carefully read and understand the above statements.

Signed _____

Date _____

Non-Discrimination Statement

Westlake Christian Academy does not discriminate in its hiring and admission practices on the basis of race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance, athletic policies, personnel policies, or other school administered programs.

www.WestlakeChristian.org

Westlake Christian Academy * 275 South Lake St. * Grayslake, IL 60030
847-548-6209 * Fax 847-548-6481

STATEMENT OF FAITH

Statement of Faith

- A.** We believe the Bible to be the inspired and only infallible, authoritative, written word of God. (II Timothy 3:16, 17)
- B.** We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (Matthew 28:19, II Corinthians 13:14)
- C.** We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. (Genesis 1:1, John 1:1-3)
- D.** We believe in the true deity and true humanity of our Lord Jesus Christ, His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory. (Colossians 1:13-20)
- E.** We believe that the Lord Jesus Christ is the only mediator between God and man. (I Timothy 2:5)
- F.** We believe that all men are lost and sinful, and that salvation is received through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit of God. (Romans 3:23-26; Titus 3:5)
- G.** We believe that the by present indwelling ministry of the Holy Spirit, the Christian is enabled to live a godly life, and that every believer should practice the holiness which God requires.
- H.** We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:24-25, 28-29)
- I.** We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Corinthians 12:12-13; John 17:20-23)
- J.** We believe the support of and participation in the task of fulfilling the Great Commission is an obligation of all believers in our Lord Jesus Christ. (Matthew 28: 19-20)
- K.** We recognize that there are other doctrines held by various Christian believers which they believe to be consistent with the above. However, such teachings shall not be incorporated as approved by the school.

Lifestyle Statement

Westlake Christian Academy is a religious, non-profit Christian school representing Jesus Christ throughout the evangelical Christian community in Lake and surrounding counties. Westlake Christian Academy requires its employees and board members to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee or board member is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with members of the faculty, staff, administration or board.

The Westlake Christian Academy Statement of Faith expects employees and board members to maintain a lifestyle based on faithful biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique God-given roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). Westlake Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Westlake Christian Academy employees, administration and Board members will maintain a lifestyle based on faithful biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment or the board. It is the goal of Westlake Christian Academy that each member of the faculty, staff, administration and board will have a lifestyle where "...He (Christ) might have the pre-eminence." Col. 1:18.

I declare that I am in agreement with the above statements. My signature below indicates that I meet and will maintain the moral integrity standards and Christian role model lifestyle requirements of Westlake Christian Academy.

Signed _____

Date _____