



EMPLOYMENT APPLICATION PACKET

Thank you for your interest in employment at Bethel Church. This packet contains several forms:

Application for Employment

Complete the application in its entirety. Note that since Bethel Church is a religious organization, we ask that you share your testimony concerning your relationship with Jesus Christ. Under the category of *Work History*, please detail your current and prior positions. If there are gaps in your employment history, explain the reason for those gaps. Complete details for *Personal References* are needed so we are able to make contact.

Scriptural and Lifestyle Statement of Commitment

Please review these documents. You will be asked to sign them only if you are offered a position.

Job Description

Please return the application, along with a **current resume**, to the Bethel office or email to kristinewinston@bethelfc.com. Questions concerning the job description may be directed to Kristine Winston at 701.232.4476.

We look forward to receiving your application and will contact you as soon as we have had an opportunity to review all responses.

Application For Employment

Please Print

Last Name _____ First Name _____ Middle Initial _____ E-mail _____

Address _____ City _____ State _____ Zip _____ Phone Number _____

Position or Type of Work Applied For _____ Rate of Pay Expected _____

\$ _____ per _____

GENERAL INFORMATION

Are you applying for Full Time ☐, Part Time ☐, or Temporary ☐ work?

What days and hours are you available to work? _____

On what date are you available to start work? _____ Are you willing to work overtime? Yes ☐ No ☐

If hired, can you verify that you have the legal right to work in the United States? Yes ☐ No ☐

How long have you lived at your current address? _____

Are you presently on layoff from another job and subject to recall? Yes ☐ No ☐

If so, please explain _____

Do you have any certificates or licenses which may help you qualify for this position? Yes ☐ No ☐

If so, please list _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes ☐ No ☐

If so, please explain (NOTE: Conviction will not necessarily disqualify applicant.) _____

How did you find out about this employment opportunity? _____

Please describe your relationship with Jesus Christ on an additional sheet of paper or the reverse of this page.

EDUCATIONAL BACKGROUND

Type of School	Name and Address	How Many Years Attended	Graduated	Course or Major
High School			☐ Yes ☐ No	
College			☐ Yes ☐ No	
Graduate			☐ Yes ☐ No	
Business or Seminary			☐ Yes ☐ No	
Other			☐ Yes ☐ No	

EMPLOYMENT EXPERIENCE

Please start with your most recent job and include all periods of employment, self-employment, job-related military service, and volunteer work.

From	Employer's Name / Address / Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

From	Employer's Name / Address / Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

Describe the Work You Did

From	Employer's Name / Address/ Telephone	Start Pay	Job Title
To		Last Pay	Reason for Leaving

PROFESSIONAL REFERENCES

Please do not list relatives.

Name and Occupation	Address	Phone Number
1.		
2.		

PERSONAL REFERENCES

Please do not list relatives or former employers.

Name and Occupation	Address	Phone Number
1.		
2.		

Please list your social media accounts

CERTIFICATION AND ACKNOWLEDGMENT

- I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on this Application for Employment form will be considered grounds for termination.
- I authorize the church to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the church any and all information they may have concerning my previous employment. In addition, I hereby release the church, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.
- I acknowledge that, prior to or during my employment, the church may require any legal testing and / or examination, including but not limited to, medical, physical, drug and / or alcohol, psychological, and skill and aptitude.
- I also acknowledge that, if employed, both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the church and may not be modified by any oral or implied agreement.

Applicant's Signature

Date

SCRIPTURAL AND LIFESTYLE STATEMENT OF COMMITMENT

Because of the fundamental basis of our existence and purpose of the church is to glorify God, and because the means of glorifying Him is revealed in Scripture, Bethel Church requires all employees to make an unreserved commitment to practicing a lifestyle consistent with the following Scriptural guidelines:

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.
2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.
3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.
4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.
5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.
6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.
7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.
8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.
9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.
10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

Recognizing the Statement of Commitment of Bethel Evangelical Free Church, and desiring to serve God through my employment with Bethel Evangelical Free Church, I make the following unreserved commitments:

A. SPIRITUAL REBIRTH. I believe that Jesus Christ is the Son of God (John 3:16), that He died for my sins and that God raised Him from the dead (Romans 10:10; I Corinthians 15:3; Colossians 2:13-14), and that He is the only means of salvation and eternal life (Acts 4:12). I have received Jesus Christ as my personal Savior and Lord (John 1:12-13).

B. DOCTRINAL INTEGRITY. I agree to diligently fulfill the responsibilities set forth in the job description, work within all guidelines found in the Employee Handbook, and accept this document as the standard for daily operations. I give full affirmation and agree to accept, without reservation, the Bethel Evangelical Statement of Faith.

C. MORAL PURITY. I understand and agree that unrepentant immorality and associated behavior is dishonoring to Jesus Christ, and therefore inconsistent with His lordship in my life & Bethel's purpose. Therefore, I commit to live my life in moral purity, rejecting the practice of immorality of any kind. Immoral behavior according to the scriptures and interpreted by the Bethel Board of Elders, shall be grounds for disciplinary action or removal from service (Romans 1:25-31; I Corinthians 6:9-20). I have also read and agree with the Bethel Marriage and Sexuality Policy.

D. RELATIONSHIPS AND AGREEMENTS. I desire and commit to relate to other members in the Body of Christ with a spirit of humility and submission (Philippians 2:3-4), understanding and submitting to the position of leadership and spiritual authority given to some (I Thessalonians 5:12, 13; Titus 2:15-3:2; I Timothy 5:17; Hebrews 13:17). I agree to discontinue ministry of any kind at Bethel Evangelical Free Church if requested by leadership to do so, and hereby release and hold harmless from all liability Bethel Evangelical Free Church, its elders, its clergy, staff and volunteers, with regard to any decision made in acceptance or termination of ministry at this church.

(Employees are asked to sign and date a copy of this statement)

Employee's Name (Please print)

Employee's Signature

Date

Supervisor's Name (Please print)

Supervisor's Signature

Date



Bethel Church Job Description

Job Title: Resource Coordinator
Prepared: October 2025

Position Overview

The Resource Coordinator helps Bethel Church live out its mission of loving God, loving others, and serving the world by creating welcoming pathways into care, relational connection, and spiritual growth. This role offers prayer, encouragement, and practical guidance to those seeking hope, helping them find next steps toward Christ-centered community and whole-person wellness.

Since this is a Christian ministry, any person holding this position shall fulfill the associated responsibilities in a personal and professional manner that provides a positive witness for our Lord Jesus Christ.

Responsibilities

- **First-Touch Care & Support**
 - Be present during office hours (as work hours allow) for walk-ins, scheduled visits, or spontaneous needs.
 - Serve as a warm, compassionate first contact for those seeking help or care.
 - Listen, pray, and provide initial triage—assessing needs and linking people to Bethel ministries, counseling, or community resources.
 - Collaborate closely with Bethel Counseling, Care, and Connection teams to ensure seamless follow-up and wraparound support.
 - Cultivate a safe haven culture marked by Christ’s presence and compassion.
- **Connection & Disciple-making Pathways**
 - Guide individuals toward spiritual growth and community by encouraging them to engage and serve in various ministries available at Bethel Church.
 - Create and maintain a current Care & Connection Resource Guide for quick referral.
- **Ministry Partnership & Coordination**
 - Bridge communication needs between Counseling, Care, and other ministries.
 - Identify emerging care needs (e.g., grief, anxiety, loneliness) and collaborate on the development of groups or classes.
 - Provide opportunities and encourage emotional health.
- **Whole-Person Wellness (Bio–Psycho–Social–Spiritual)**
 - Co-develop and coordinate with the Director of Counseling wellness resources and initiatives (emotional, relational, physical, spiritual).
 - Partner with other Bethel Ministries to create belonging, community, and informal disciple-making.
- **Volunteer Engagement**
 - Recruit, equip, and support volunteers for care and wellness initiatives.

Qualifications

Character Qualities

- Spiritual maturity as evidenced by a commitment to Christ and the fruit of the Spirit
- Servant-leader: a gracious spirit and commitment to serving and helping others

- Takes initiative to openly communicate with other staff members and is responsive to others in their communication.
- Personable, courteous, responsive
- Patient in working with difficult people
- Takes initiative to resolve conflict in a biblical manner.
- Teachable
- Confidential
- Team player

Skills and Talents

- Strong organizational skills.
- Ability to multi-task, meet deadlines, and maintain composure under pressure.
- Begin and end projects within a reasonable timeframe.
- Knowledge of the principles and techniques of interviewing requests for assistance.
- Knowledge of individual and group behavior.
- Relational warmth, emotional intelligence, and strong communication skills
- Passion for whole-person wellness and Christ-centered community.
- Spirit-led discernment, confidentiality, and collaborative spirit.

Education and Experience

- Experience in counseling, social services, pastoral care, or discipleship, preferred
- Minimum of an associate degree or equivalent work experience
- Bachelor's degree in social services or related field, preferred
- At least 3 years working in social services or large church environment.

Reporting Relationships

Immediate Supervisor

- Director of Counseling

Partners with

- Bethel Church Care Ministry
- Local community resources

Status and Work Schedule

- This is a non-exempt, part-time position, working approximately 20 hours a week.
- Weekly team meetings, monthly all-staff meetings.