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Box 263 ~ Radway, Alberta ~ T0A 2V0 ~ 780.736.3656 ~ [www.leapministries.ca](http://www.leapministries.ca)

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## LEAP Team Policies

### Purpose of the Policy

Every applicant for **ministry** in LEAP must be familiar with this policy and satisfactorily complete our screening procedures. This policy is motivated by several concerns:

1. We believe that it will help us to guard the honour, reputation, and name of our Lord Jesus Christ and our Catholic Faith.
2. Recognizing God's tender compassion for His children, we want to do all that we can to protect our Ministry from any kind of mistreatment including emotional, physical or sexual abuse.
3. Our Ministry is not immune to the effects of sin, and it would be presumptuous for us to assume that this problem could never occur in our body. Therefore, while we should strive to be as "innocent as doves" we must also be as "shrewd [prudent, sensible, and practically wise] as serpents" (Matt. 10:16), especially with regard to those whom God has placed under our care.
4. We want to protect our **ministry** leaders from being suspected or falsely accused of wrongful behaviour toward an individual.
5. We want to protect our Ministry from the scandal and trauma that an incident of abuse could bring upon our Ministry Society.

### The Policy

1. All applicants desiring to be on our **ministry team** must have completed applications on file in LEAP's office.
  2. All applicants are required to have satisfactory references from at least three people who are not relatives or employees: one from a former Priest and two from other non family members who can credibly apprise your Catholic Faith and character such as a small group leader, a team player accountability partner, co-worker, etc.
  3. The Program Director and the Team leader and Chairman of the Board of LEAP will interview all applicants.
  4. All applicants must receive final approval by the **Ministry** head and Board of Directors.
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## The Screening Process

We view the screening process as an opportunity to promote teamwork (1 Cor. 12:12-31), to demonstrate mutual submission (Eph. 5:21), and to get to know one another better. By learning more about each other's gifts, abilities, **ministry** and Life goals, we can better encourage workers in their **ministry** with LEAP Ministries Retreat Society (Heb. 10:24-25).

### ♣ Personal Questions:

A few of the questions we ask in the screening process deal with unpleasant issues, such as the use of pornography and sexual misconduct. (You may answer these questions either in writing or during our interview process.)

One purpose is to identify those who statistically are a higher risk to our Ministry. Furthermore, God has used these questions to move some people to talk with our directors about painful past experiences or embarrassing sin problems, which has and can open the way for prayer journey and spiritual direction with our parish priest, leading to a new freedom in the Lord.

Answering 'yes' to any of these questions may, but does not necessarily, disqualify a person for **ministry** with our children and youth.

### ♣ Background Investigations:

Background investigations are conducted on all applicants for paid and volunteer staff positions. This investigation may include: (1) contacting churches or other organizations where the applicant has served; (2) requesting a criminal record check in this province and, if feasible, in provinces where the applicant has lived during the past seven years.

### ♣ Confidentiality:

All information acquired during the screening process is treated as confidential and will not be disclosed to others outside the directors and board involved in the screening process unless the director in charge of screening or the board deems that limited disclosure is necessary to protect an individual from possible harm.

### ♣ Final approval

Final approval shall be made by Program Director, Team Leader and Chairman of the Board responsible for the **ministry**.

We appreciate your cooperation in this screening process to ensure that our **ministry** Team Is well qualified for **ministry** in our Church. We look forward to working with you as you use your gifts and talents to nurture the persons God has placed under our care when on the road. If you have any questions about this process, please feel free to talk with the directors.

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## Application for The LEAP Team: Part 1

### Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Best time to call: \_\_\_\_\_

### General Information (Complete on a separate sheet of paper)

- 1.) Describe in Detail your family Life (i.e. Relationship with Parents, How you relate to siblings). Please Explain
- 2.) There are many teachings of the Catholic Church that are very controversial today (i.e. Stem cell research, contraception, Same Sex Marriage etc). The Church is attacked on these fronts do to a lack of people's understanding and acceptance of the truth, If confronted by someone (i.e. host home, Retreatants), on any of the teachings of the Church which ones would you feel inadequate to defend and why? Are there any that you, over the course of your faith journey, have/do struggle with and why?
- 3.) What are 3 areas of Strengths? Please explain.
- 4.) Please Identify 3 areas you need to grow in? Please explain
- 5.) What is your hearts passion for your life?
- 6.) List 5 Gifts that you can offer this ministry so we can continue to flourish and grow towards evangelization?

### Reference Information

1. Please list any volunteer or paid positions in any Church or ministry in the past five years:

Position	Supervisor	Phone	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Please list three people (non-family) who know you well:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Commitment: I look forward to serving in accordance with LEAP's values and mission:

**Mission Statement:**

L.E.A.P. is a Catholic Ministry that commits to sharing the love that Christ continues to make real to us; through this love, we reach out to those around us by fostering in them a personal relationship with Jesus Christ.

**Vision Statement:**

Youth transformed through an encounter with Christ.

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By signing this, I acknowledge that the information provided is accurate to my best understanding and up to date.

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Signature of Applicant

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Date

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Signature of Witness

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Date