

# SOUL CAREGIVER APPLICATION

Citylight Lincoln Church ● 2820 O Street ● Lincoln, NE 68510 ●



## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Sec. # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone Number \_\_\_\_\_ Best form of communication: Text \_\_\_\_ Phone Call \_\_\_\_

## SPIRITUAL INFORMATION

How long have you been walking in relationship with Jesus? \_\_\_\_\_

In three words, summarize your relationship with Jesus. \_\_\_\_\_

How long have you attended Citylight Lincoln Church? \_\_\_\_\_

Have you served in other ministries or capacities while at Citylight? Yes \_\_\_\_ No \_\_\_\_

If answered yes, please answer the following:

What areas and approximate dates have you served? \_\_\_\_\_

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Have you gone through the membership process? Yes \_\_\_\_ No \_\_\_\_ I currently am \_\_\_\_

As part of the Soul Care application process, Citylight Lincoln Church will conduct a background check. Have you ever been convicted of a felony? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain: \_\_\_\_\_

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## EMPLOYMENT HISTORY

Current Employer \_\_\_\_\_

Job Title \_\_\_\_\_ How long have you worked here? \_\_\_\_\_

Duties \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_

## REFERENCES

List four people (other than relatives or close friends) who have knowledge of your skills and abilities in the areas of listening, empathy, knowledge of Scripture, organization, and note taking. Please list **at least one Citylight reference** ( staff member, pastor, Citygroup leader, etc.) in your references.

<u>Name</u>	<u>Relationship</u>	<u>Email Address</u>	<u>Phone Number</u>
1.			
2.			
3.			
4.			

Please include any other information you think would be helpful in considering you for this position, such as additional work experience, activities, accomplishments, etc.

Applicant's Name \_\_\_\_\_

**Applicant: Read the following carefully.**

All the information I have provided may be investigated or verified by any lawful means, including containing current employers and other listed references or any other person who can verify information, and I authorize the church to do so. I further authorize the church to discuss the results of any investigation with other employees of the church involved in the hiring process. I authorize the church to investigate criminal, educational, and other records of mine.

I certify that I have provided information that, to the best of my knowledge and ability, is truthful and accurate. I understand that deliberate falsifications or significant omissions will be grounds for denying or terminating my involvement with the Soul Care ministry.

I give my consent to and authorize all persons (including but not limited to: listed references, former and current employers and educational institutions) contacted by Citylight Lincoln Church, or its agent, to provide information and documents about me, and I release each such person from liability for providing any such information and documents to Citylight Lincoln Church.

**Signature of Applicant** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_



# SOUL CARE POLICIES AND PROCEDURES

## **The Soul Care Ministry**

The Soul Care ministry at Citylight Lincoln Church provides biblically-based guidance through one-to-one conversations with individuals who need healing, restoration, or direction. The Soul Caregiver is **not** a professional therapist, but rather someone who exemplifies Christlikeness in approach and care. This ministry simply provides a confidential and safe place and person to talk through life's trials and tribulations, ultimately pointing back to Jesus and scripture.

## **Legal Risks and Responsibilities**

These policies and procedures show Citylight Lincoln's commitment to responsible stewardship in this regard and relate specifically to the Soul Care ministry.

### **Reporting of Child Abuse**

Nebraska law requires that pastors of Citylight Lincoln Church, in their professional capacity or within the scope of their employment, report knowledge of or observation of, a child who the pastor knows or reasonably suspects has been the victim of child abuse or neglect. A report must be made to Nebraska Department of Health and Human Services immediately or as soon as feasibly possible.

More detailed descriptions of responsibilities and guidelines for compliance with the law, and relevant definitions, are attached and made a part of these policies and procedures.

Because we desire to protect children, Citylight Lincoln Church requires individuals serving in their role as Soul Caregivers to (1) report knowledge of, observation of, or reasonable suspicion of child abuse or neglect immediately to Director of Soul Care, McKenzie Collins, or Pastor Brett Monge in her absence; (2) attempt to assure the safety and protection of persons who have been harmed.

### **Reporting of Elder Abuse**

Pastors of Citylight Lincoln Church, in their professional capacity or within the scope of their employment, are required to report elder and dependent care abuse to the local law enforcement agency.

An "elder" is anyone age 65 or older. A "dependent adult" is any person between the ages of 19-64 years who resides in Nebraska and who has physical or mental limitations that restrict his or her ability to carry out normal activities or protect his or her rights, including, but not limited to, persons who have physical or developmental disabilities, or whose physical or mental abilities have diminished because of age.

Because we desire to protect elders and dependent adults, Citylight Lincoln Church requires individuals serving in their role as Soul Caregivers to (1) report any knowledge of, or reasonable suspicion of elder abuse or dependent adult abuse or neglect immediately to Director of Soul Care, McKenzie Collins, or to Pastor Brett Monge in her absence; (2) report any statements made by an elder or dependent adult that he or she has experienced such abuse; and (3) attempt to assure the safety and protection of persons who have been harmed.

## **Confidentiality**

Information received in the Soul Care ministry should be carefully guarded, and handled biblically. Absolute confidentiality is not scriptural or legal. There may be times where it may be biblically or legally necessary to share certain information with others.

If a Soul Caregiver receiver discloses private, confidential information to a Soul Caregiver in a non-public matter, the information should not be divulged except for a legitimate reason that can be legally justified. Soul Caregivers should only discuss confidential information from Soul Care ministry sessions as directed by Soul Care Director, McKenzie Collins, or as otherwise specifically allowed pursuant to the Soul Care ministry policies and procedures.

The Soul Care Informed Consent Agreement form sets forth the biblical and legal exceptions to the confidentiality that Soul Care receivers can expect by receiving the benefit of the Soul Care ministry at Citylight Lincoln Church. It is important that all individuals receiving Soul Care through this ministry receive, understand, and acknowledge their understanding in writing of the conditions for receiving Soul Care in the Soul Care Informed Consent Agreement form. Copies of the standard form are attached and made part of the Soul Care policies and procedures.

Any Soul Caregiver who reasonably believes that a receiver of Soul Care or any other person is in imminent danger of serious harm unless other intervene, and/or the Soul Caregiver reasonably believes that an incident of child abuse or neglect or elder or dependent care abuse or neglect has occurred, must immediately notify Soul Care Director, McKenzie Collins, or in her absence, Pastor Brett Monge, for determination of proper biblical and legal response. If a receiver of Soul Care confesses to a crime, the Soul Caregiver should never take any action that would cause the Soul Caregiver to be an accessory to a crime.

## **Records and Procedure**

In preparation for Soul Care sessions, a receiver of Soul Care will complete the Soul Care Intake Form and the Soul Care Informed Consent Agreement form. Soul Caregivers will be instructed to carefully review the Soul Care Informed Consent Agreement form with individuals receiving Soul Care at the first session to make sure that the individual receiving Soul Care understands the principles, policies, and conditions for receiving care through the Soul Care ministry at Citylight Lincoln Church. All Soul Caregivers must disclose to the Soul Care receiver that they are not a licensed therapist and review confidentiality exceptions.

Soul Caregivers need to prepare for each session and keep brief handwritten notes during the session on the standard of Soul Care ministry Preparation and Record form. Soul Caregivers will, generally, record the problem(s)/situation(s) presented by the individual receiving care, any thoughts shared, growth observed, and comments on the review of the previous homework and homework to be assigned.

To maintain confidentiality, all Soul Care ministry session related forms, Intake Form, and Soul Care Informed Consent Agreement, should not leave the premises of Citylight Lincoln Church, but are to be left with the Director under lock and key for safekeeping. All Soul Care ministry forms are considered the confidential property of Citylight Lincoln Church.

Soul Care ministry documents will be kept at the discretion of Director of Soul Care, McKenzie Collins. Soul Care ministry documents which include Soul Caregiver applications and background check related documents, will generally be kept for a minimum of five years. Documents related to the Soul Care receiver will be kept for seven years and then destroyed at the end of that retention period. Notwithstanding the foregoing, any Soul Care ministry documents should be kept if there is an ongoing or reasonably anticipated regulatory or legal action that could involve the substance matter of any specific documents.

### **Soul Caregiver Background Check, Training, and Supervision**

Any person who is employed by Citylight Lincoln Church who will serve in the Soul Care ministry, must complete a written application that includes four references. Citylight Lincoln Church will check references and perform a criminal records check as allowed by Nebraska law.

Soul Caregivers must be regular attenders or members of Citylight Lincoln Church for at least six months, unless otherwise allowed to serve in the ministry at the discretion of Director of Soul Care, McKenzie Collins, and Pastor Brett Monge. Soul Caregivers must complete an application with references and agree to Citylight Lincoln Church perform a criminal records check as allowed by Nebraska law. Any documentation that is available to Citylight Lincoln Church from the Nebraska Abuse Registry or Elder Abuse Registry that is not covered by a criminal background check, may be requested by Citylight Lincoln Church. Soul Caregivers will serve in the Soul Care ministry at the discretion of Citylight Lincoln Church.

Citylight Lincoln Church will provide training classes for service as Soul Caregivers in the Soul Care ministry. As part of the training, the Director of Soul Care, or her designee(s), will inform potential Soul Caregivers of these Soul Care ministry policies and procedures. All individuals who desire to serve as Soul caregivers must acknowledge and agree in writing that they understand and will abide by the Soul Care ministry policies and procedures, as amended from time to time.

Soul Care Director, McKenzie Collins, or her designee(s) will supervise the Soul Caregivers in the Soul Care ministry. Soul Caregivers will agree to meet on a regular basis with Soul Care Director, McKenzie Collins, or her designee(s) to discuss ongoing Soul Care ministry sessions that they are providing at Citylight Lincoln Church.

**General Administrative Matters**

All Soul Care through the Soul Care ministry of Citylight Lincoln Church will performed at set times on the premises of Citylight Lincoln Church. Soul Caregivers serving such capacity for Citylight Lincoln Church are not to represent to anyone that they are licensed by the State of Nebraska for any type of counseling, marriage and family therapy, psychology, social work, or other mental health discipline that is licensed by the State of Nebraska. Soul Caregivers are to instruct those receiving care that the Soul Care is being provided is based on scriptural principles rather than those of secular psychology or psychiatry. Soul Caregivers will not discourage those receiving Soul Care from taking medications prescribed by a physician.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_