

PASSAGE Ministries, Inc.

Dear Applicant,

Thank you for considering PASSAGE Ministries, Inc. (PMI) as a prospective employer. We are a **WORD-BASED**, **VISION-DRIVEN**, **KINGDOM-FOCUSED** Christian organization with a strong work ethic. The company stands on its Statement of Faith and "*Three E's*" *Philosophy – Efficiency*, *Effectiveness*, *and Excellence*.

Attached is the PMI employment application. Once complete, kindly return the application, Statement of Faith, and DCF transcripts (as applicable) to Human Resources via the following methods:

☐ Email to: careers@passageministries.org

□ Hand deliver to Human Resources located within PASSAGE Family Church Corporate Offices:
 2020 NE 15th Street Gainesville, FL 32609
 Office hours: Monday – Friday, 9:00 am – 4:00 pm, or

□ Fax to: (352) 354-9899.

The resume' expresses interest in a positon. You will not be considered to have applied until we receive the completed application and signed Statement of Faith. Again, thank you for your interest in PASSAGE Ministries, Inc. and we look forward to your continued participation in the search process.

Sincerely,

Gloria Dennis

Human Resources Director

Dloria Consis



PASSAGE MINISTRIES, INC. EMPLOYMENT APPLICATION

DATE OF APPLICATION _____

| (✓) | ENTERPRISE | | | | | |
|-------------------------------------|--|---------------------------|----------------------|--|--|--|
| _ | PASSAGE MINISTRIES, INC. (CORPORATE) | | | | | |
| | PASSAGE FAMILY CHURCH | | | | | |
| | SCHOOL K-12: PASSAGE CHRISTIAN ACADEMY | | | | | |
| | PRESCHOOL - GAINESVILLE: CUDDLY KIDS ACADEMY & OAK TREE EARLY LEARNING ACADEMY | | | | | |
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| EMAIL | Address | | | | | |
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| | YOU ABLE TO PERFORM THE DUTIES OF | | <u> </u> | | | |
| HAVE | E YOU EVER BEEN EMPLOYED BY PMI | BEFORE'? | YES NO | | | |
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| ARE Y | ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES NO | | | | | |
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| Нідн Ѕсноог | | NOT APPLICABLE | Diploma GED |
| College | | | |
| BUSINESS/TECHNICAL | | | |
| OTHER | | | |
| PLEASE PROVIDE THE FOLLO | | I AFFILIATION ONCERNING YOUR CHURCH ATTENDANCE OF | OVER THE PAST 3 YEARS |
| NAME OF CHURCH | HOW MANY YEARS ATTENDED? | Email address | CONTACT NAME & PHONE NUMBER |
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LICENSURE, REGISTRATION, AND CERTIFICATION

(Examples: CDA, FCCPC, VPK, DIR, Teaching Certificate, CPR/First Aid)

| ТүрЕ | DATE OF ISSUANCE | | ТүрЕ | DATE OF ISSUANCE |
|--|--------------------------------|-------------------------------|------------------------------------|---------------------|
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| EMPLOYER | ADDRESS CITY, STATE & | ZIP | PHONE NUMBER | ENDING SALARY |
| SUPERVISORS NAME | FROM (MM/YYYY) | To (MM/YYY) | REASON FOR LEAVING | |
| Position | Major Job duties | | | |
| EMPLOYER | ADDRESS CITY, STATE & | ZIP | PHONE NUMBER | ENDING SALARY |
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| POSITION | MAJOR JOB DUTIES | | | |
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| EMPLOYER | ADDRESS CITY, STATE & | ZIP | PHONE NUMBER | ENDING SALARY |
| SUPERVISORS NAME | FROM (MM/YYYY) | To (MM/YYY) | REASON FOR LEAVING | |
| Position | MAJOR JOB DUTIES | | | |

SKILLS, TRAINING AND EXPERIENCE

LIST ALL COMPUTER AND SOFTWARE EXPERIENCE YOU HAVE INCLUDING YEARS OF KNOWLEDGE

| SKILL | YRS EXP | SKILL | YRS EXP | SKILL | YRS EXP |
|------------------|---------|------------|---------|--------------|---------|
| CUSTOMER SERVICE | | POWERPOINT | | PROJECT MGMT | |
| POWERCHURCH | | WORD | | ADP | |
| SMARTCARE | | EXCEL | | | |

| | DECEDENCES | |
|--|---|---|
| LIST 3 REFERENCES T | REFERENCES THAT ARE NOT FAMILY MEMBERS | |
| NAME | EMAIL ADDRESS | PHONE |
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Inc. for either employment or the providing of any benefit. I further understand that a criminal records check may be conducted on Me, and I consent to such check.

- I UNDERSTAND THAT PASSAGE MINISTRIES, INC. IS A DRUG-FREE AND SMOKE-FREE WORKPLACE.
- I UNDERSTAND THAT IF I AM HIRED, I AM FREE TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON. HOWEVER, PASSAGE MINISTRIES, INC. ALSO RESERVES ITS RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY LAWFUL REASON. I FURTHER UNDERSTAND THAT IF I DO NOT SUCCESSFULLY COMPLETE THE SIX (6) MONTHS OBSERVATION PERIOD, AND A VOLUNTARY OR INVOLUNTARY SEPARATION OF EMPLOYMENT OCCURS, THE COST OF MY BACKGROUND CHECK, PHYSICAL, TUBERCULOSIS SCREENING, AND/OR DRUG TEST (PRE-EMPLOYMENT SCREENING EXPENSES) WILL BE DEDUCTED FROM MY PAYROLL CHECK(S).
- AS A CHURCH, PASSAGE MINISTRIES, INC. TAKES FULL ADVANTAGE OF THE EXEMPTION FOR TITLE VII
 "RELIGIOUS DISCRIMINATION" AFFORDED TO RELIGIOUS ORGANIZATIONS. PASSAGE RESERVES ALL
 RIGHTS ALLOWED BY LAW TO BASE EMPLOYMENT ACTION ON THE GROUNDS OF RELIGIOUS BELIEFS AND
 DOCTRINE.
- I understand that if I am hired, I must be at least 18 years of age and will be required to provide proof of identity and legal authority to work in the U.S.A.
- I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT, AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

| APPLICANT SIGNATURE: | DATE | |
|----------------------|------|--|
| | | |

REVISED 12/11/2020



PASSAGE MINISTRIES, INC.

STATEMENT OF FAITH

STATEMENT 1: INSPIRATION OF SCRIPTURE

We believe the Bible to be the only infallible, inerrant and immutable written Word of God. The Scriptures, the Old and New Testaments, are verbally inspired of God and are the revelation of God to man. It is our only authoritative rule of faith and practice. (2 Timothy 3:15-17; 2 Peter 1:21).

STATEMENT 2: ONE GOD+

We believe that there is one God, eternally existent in three Persons, the Trinity: God the Father, God the Son, and God the Holy Spirit. (2 Corinthians 13:14) We believe that Jesus Christ is the Son of the Living God, the Redeemer and Savior of mankind, miraculously conceived of the Holy Spirit, born of the Virgin Mary. We believe in the true deity and full humanity of our Lord Jesus Christ. We believe God is holy, righteous, just, loving and full of mercy. We believe in the death, burial, and bodily resurrection of Jesus Christ. We believe in His ascension into Heaven, where He sits at the right hand of God the Father Almighty.

STATEMENT 3: SALVATION

We believe that salvation is by grace, through faith alone in Christ and His finished work, alone. The salvation of sinners by grace, through faith is the all sufficient work of Christ on our behalf upon the cross of Calvary. (Ephesians 2:8; John 3:16; Romans 5:8; Romans 10:8-10) We believe that repentance, which is a sincere positive change of mind in regard to sin, is required of all sinners. (1 John 1:9) We believe that regeneration or the new birth is that gracious work of God whereby the moral nature of the repentant believer is spiritually quickened and given a distinctively spiritual life, capable of faith, love and obedience. (2 Corinthians 5:17; Galatians 2:20)

STATEMENT 4: THE GREAT COMMISSION

We believe the Lord commissioned His church- the body of believers- to undertake the discipleship of the world. (Mark 16:15)

STATEMENT 5: BAPTISM

We believe that water baptism by immersion symbolizes the death, burial and resurrection of Christ; signifies rebirth; and is an outward expression of the believer's inner conviction and faith. (Matthew 28:19) We believe that the baptism of the Holy Spirit gives the believer power to be an effective witness for Christ and supernatural ability to fulfill his/her kingdom assignment to live a Godly life. (Acts 1:5-8; 2:4; Luke 24:49)

STATEMENT 6: HOLY COMMUNION

We believe the Lord's Supper is an act of obedience and a symbol of the body and blood of Christ and a memorial for believers. (1 Corinthians 11:24-26)

STATEMENT 7: STEWARDSHIP

We believe that each believer is scripturally required to be responsible stewards of the resources which God places in his/her life – time, money and abilities. Each believer should faithfully support the work of expanding the Kingdom of God. We believe that a prosperous life, both spiritually and temporally, is an assurance to the obedient believer.(Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Proverbs 3:9; Malachi 3:8-12; Matthew 6:1-4; 2 Corinthians 9:7; Philippians 4:10-19; 3 John 1:2)

STATEMENT 8: SANCTIFICATION

We believe in the sanctifying power of the Word of God and the Holy Spirit. We believe that the indwelling Holy Spirit enables one to live a Holy and separated life. (1 Corinthians 1:30; 1 Thessalonians 4:3; 2 Thessalonians 2:13; 1 Peter1:2)

STATEMENT 9: GIFTS OF THE SPIRIT

We believe that the gifts of the Spirit are to be exercised and practiced in the Church. We believe that the Holy Spirit has given to each believer various gifts. Each Christian has a personal obligation to understand accurately what his/her gifts are and to put them to work in the worship of God. (1 Corinthians 12:22-24; Ephesians 4:11-16)

STATEMENT 10: FRUIT OF THE SPIRIT

We believe that the believer shows evidence of a Spirit-filled life. The believer's lifestyle is testimony to his/her true beliefs and convictions. (Galatians 5:22; Ephesians 4:20-32)

STATEMENT 11: DIVINE HEALING

We believe in divine healing through faith in the blood and name of Jesus Christ. We believe that the redemptive work of Christ provides healing for the human body and mind in answer to believing prayer. (Isaiah 53:5; James 5:14-16; 1 Peter 2:24)

STATEMENT 12: THE KINGDOM OF GOD

We believe that the Kingdom of God is the rule of God and His divine will through the hearts of men in the earth realm. We believe that the Kingdom of God will be in its fullest expression when Jesus Christ returns at the end of this age and establishes His earthly kingdom. (Luke 4:43; Romans 5:17)

STATEMENT 13: FINAL JUDGEMENT

We believe in the eternal life of the believer and the eternal separation from God and punishment of the unbeliever. (Matthew 16:27; Romans 14:10; 2 Corinthians 5:10; John 14:1-3; Revelation 7:15-17; Revelation 20:10, 15)

STATEMENT 14: THE BLESSED HOPE

We believe that the Lord Jesus Christ will return in His power and glory to receive His Church – all believers. This is the hope of the believer. (1 Thessalonians 4:16-17; Rev. 19:11)

STATEMENT 15: EDUCATION

We believe that each believer should faithfully study the word of God in order to grow spiritually, do good works, and effectively minister to others. (1Timothy 1:3-7; 2 Timothy 2:15; 3:14-17). We also believe that we honor God and His word when we inspire and help our children learn, plus strengthen and apply our own mental and intellectual faculties for personal development and academic achievement. We believe that education enhances the quality of life for individuals, families and entire communities. The Bible says a number of things about learning. For example: Proverbs 4:7 – "Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding." Proverbs 15:32 – "He that refuses instruction despises his own soul: but he that hears reproof gets understanding." Proverbs 16:16 "How much better is it to get wisdom than gold and to get understanding rather to be chosen than silver!"

STATEMENT 16: THE FAMILY, MARRIAGE, GENDER AND SEXUALITY

The family is an institution ordained and established by God as the foundational unit of our human society. By Biblical precepts, we believe marriage has only one legitimate meaning: the uniting of one man and one woman (as determined at birth) in a single, exclusive covenant relationship with God. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage

between a man and a woman. The union of man and woman in marriage is modeled after Christ and His church in that Christ is the head of the Church and so is the man to be the head of his family. A husband is to love his wife as Christ loved the church and provide for, protect, and lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. Children are a blessing from the Lord. Parents are to teach their children spiritual and moral values and to lead them by consistent lifestyle example and loving discipline. Children are to honor and obey their parents.

We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography, is sinful and offensive to God. (Genesis 1:26-28; 2:15-25; 3:1-20; 1 Samuel 1:26-28; Matthew 5:31-32; 15:18-20, 18:2-5; 19:3-9; Mark10:6-12; Romans 1:18-32; 1 Corinthians 6:9-10, 18, 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)

STATEMENT 17: SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in its entire dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

STATEMENT 18: FINAL AUTHORITY OF MATTERS OF BELIEF AND CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. Regarding faith, doctrine, practice, policy, and discipline, our Senior Ecclesiastical Leader or his designee is PASSAGE Ministries final interpretive authority on the Bible's meaning and application.

| PRINT NAME | |
|----------------------|------|
| | |
| APPLICANT SIGNATURE: | DATE |

REVISED 9/2/2020

THE FOLLOWING INFORMATION IS OPTIONAL AND WILL NOT NEGATIVELY IMPACT YOUR APPLICATION FOR EMPLOYMENT.

VOLUNTARY SELF-IDENTIFICATION

OF GENDER

| (√) | CATEGORY |
|------------|---------------------|
| | MALE |
| | FEMALE |
| | DECLINE TO IDENTIFY |

OF RACE/ETHNICITY

| | OF RACE/ETHNICITY | | | | |
|------------|--|--|--|--|--|
| ARE | YOU HISPANIC OR YES NO | | | | |
| LATI | LATINO? | | | | |
| IF YO | IF YOU ANSWERED 'NO,' PLEASE SELECT ONE OF THE | | | | |
| FOLL | OWING CATEGORIES THAT BEST DESCRIBES | | | | |
| YOUI | R RACE: | | | | |
| (√) | CATEGORY | | | | |
| | WHITE | | | | |
| | BLACK OR AFRICAN AMERICAN | | | | |
| | ASIAN | | | | |
| | NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER | | | | |
| | NATIVE AMERICAN INDIAN OR ALASKA NATIVE | | | | |
| | TWO OR MORE RACES | | | | |
| | OTHER | | | | |

DECLINE TO IDENTIFY

AS A PROTECTED VETERAN

IF YOU BELIEVE YOU BELONG TO ANY OF THE CATEGORIES OF PROTECTED VETERANS LISTED BELOW, PLEASE INDICATE BY CHECKING THE APPROPRIATE BOX(ES):

| (✓) | CATEGORY |
|-----|-----------------------------|
| | DISABLED VETERAN? |
| | RECENTLY SEPARATED VETERAN? |
| | Not a Veteran |
| | DECLINE TO IDENTIFY |

VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

WHY ARE YOU BEING ASKED TO COMPLETE THIS FORM?

COMPLETING THIS FORM IS VOLUNTARY, BUT WE HOPE THAT YOU WILL CHOOSE TO FILL IT OUT. IF YOU ARE APPLYING FOR A JOB, ANY ANSWER YOU GIVE WILL BE KEPT PRIVATE AND WILL NOT BE USED AGAINST YOU IN ANY WAY.

IF YOU ALREADY WORK FOR US, YOUR ANSWER WILL NOT BE USED AGAINST YOU IN ANY WAY. YOU MAY VOLUNTARILY SELF-IDENTIFY AS HAVING A DISABILITY ON THIS FORM WITHOUT FEAR OF ANY PUNISHMENT BECAUSE YOU DID NOT IDENTIFY AS HAVING A DISABILITY EARLIER.

HOW DO I KNOW IF I HAVE A DISABILITY? YOU ARE CONSIDERED TO HAVE A DISABILITY IF YOU HAVE A PHYSICAL OR MENTAL IMPAIRMENT OR MEDICAL CONDITION THAT SUBSTANTIALLY LIMITS A MAJOR LIFE ACTIVITY, OR IF YOU HAVE A HISTORY OR RECORD OF SUCH AN IMPAIRMENT OR MEDICAL CONDITION. DISABILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- BLINDNESS
- AUTISM
- BIPOLAR DISORDER
- POST-TRAUMATIC STRESS DISORDER (PTSD)
- DEAFNESS
- CEREBRAL PALSY
- MAJOR DEPRESSION
- OBSESSIVE-COMPULSIVE DISORDER
- CANCER
- HIV/AIDS
- MULTIPLE SCLEROSIS (MS)
- IMPAIRMENTS REQUIRING THE USE OF A WHEELCHAIR
- DIABETES
- SCHIZOPHRENIA
- MISSING LIMBS OR PARTIALLY MISSING LIMBS
- INTELLECTUAL DISABILITY (PREVIOUSLY CALLED MENTAL RETARDATION)
- EPILEPSY
- MUSCULAR DYSTROPHY

PLEASE CHECK ONE OF THE BOXES BELOW:

| YES, I HAVE A DISABILITY (OR PREVIOUSLY HAD A DISABILITY) | |
|---|------|
| No. I do not have a disability | |
| I do not wish to answer | |
| | |
| APPLICANT SIGNATURE: | DATE |

REVISED 11/20/2020