

# OFFICE TEAM APPLICATION



EVERY CAMPUS, EVERY STUDENT

We are so excited that you are considering joining the Great Lakes Chi Alpha Office Team. We are the area office of Chi Alpha Campus Ministries ([www.chialpha.com](http://www.chialpha.com)) for the states of Illinois, Indiana, Kentucky, Michigan and Ohio. Our job is to plant a Pentecostal ministry on every campus in our area and resource our current ministries. Currently, we are on 46 campuses with over 100 personnel.

Every Campus Every Student is the driving force behind all we do. We carry each day the burden of hundreds of unreached campuses and thousands of unreached students. We pray daily to the Lord of the Harvest that He would send laborers into His harvest field. Thank you for being an answer to our prayers

Please pray over this application and contact us soon. We are here to help you through the process of discovering God's will for this next season of your life.

Rev. Belkis Lehmann, Office Manager  
Great Lakes Chi Alpha Campus Ministries  
317-837-7970  
[belkis@greatlakesxa.com](mailto:belkis@greatlakesxa.com)



## Process

1. Fill out the following documents and mail them to Great Lakes Chi Alpha, Attn: Belkis Lehmann, 226 N Mill St Ste 1, Plainfield, IN 46168 or [belkis@greatlakesxa.com](mailto:belkis@greatlakesxa.com). You may want to copy your completed application for your records.
  - a. Office Team Application Packet (pages 2-5)
  - b. Campus Missionary Associate Application (<http://www.chialpha.com/Leader-Resources/forms.html>)
  - c. References—1 from a friend, 1 from pastor/campus pastor, and 1 from previous employer.
2. Interview with Office Manager and Director.
3. Attend Support Raising Seminar and begin raising support
4. Raise complete budget and move to Plainfield, Indiana.

Please attach a résumé with your application.

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Questions:

1. Why are you interested in working with the Great Lakes Chi Alpha Office Team?

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2. Are you willing to raise support? Yes / No Explain: \_\_\_\_\_

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3. How many years are you willing to serve? Min: \_\_\_\_\_ Max: \_\_\_\_\_

Are you interested in working full-time or part-time? \_\_\_\_\_

Why? \_\_\_\_\_

4. When would you be able to move to Plainfield? \_\_\_\_\_

5. What is your ideal work environment? \_\_\_\_\_

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6. What do you expect to get out of this experience? \_\_\_\_\_

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7. What do you expect from Great Lakes Staff? \_\_\_\_\_

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8. What type of work are you interested in? \_\_\_\_\_

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9. What are your future plans? \_\_\_\_\_

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10. Please circle one for each area:

**P** – Proficient, **E**- Experienced, **N**-No experience but able to learn, **O**-Outside my giftings

<b>P E N O</b> Dreamweaver	<b>P E N O</b> MS PowerPoint	<b>P E N O</b> Networking
<b>P E N O</b> FrontPage	<b>P E N O</b> MS Project	<b>P E N O</b> Leading Study
<b>P E N O</b> Java	<b>P E N O</b> MS Publisher	<b>P E N O</b> Discipleship
<b>P E N O</b> CSI Scripts	<b>P E N O</b> MS Visio	<b>P E N O</b> Evangelism
<b>P E N O</b> PHP	<b>P E N O</b> MS Word	<b>P E N O</b> Counseling
<b>P E N O</b> My SQL	<b>P E N O</b> Quickbooks	<b>P E N O</b> Leading Prayer
<b>P E N O</b> Corel Draw	<b>P E N O</b> Peachtree	<b>P E N O</b> Leading Worship
<b>P E N O</b> Studio	<b>P E N O</b> Google Apps	<b>P E N O</b> Researching
<b>P E N O</b> Photoshop	<b>P E N O</b> Tech Writing	<b>P E N O</b> Secretarial
<b>P E N O</b> Quirk Express	<b>P E N O</b> Editing	<b>P E N O</b> Encouraging
<b>P E N O</b> MS Access	<b>P E N O</b> Formatting	<b>P E N O</b> Mentoring
<b>P E N O</b> MS Excel	<b>P E N O</b> Bookkeeping	<b>P E N O</b> Event Planning
<b>P E N O</b> MS InfoPath	<b>P E N O</b> Filing	<b>P E N O</b> Evaluating Needs
<b>P E N O</b> MS Outlook	<b>P E N O</b> Scheduling	<b>P E N O</b> Organization

11. Any other comments/questions: \_\_\_\_\_

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# OFFICE TEAM POLICIES



EVERY CAMPUS, EVERY STUDENT

- Hours of Work:** The office is open Monday to Friday, 9am-5pm. Staff Prayer takes place each day at 9AM. Tardiness to prayer and other meeting is unacceptable. You are expected to be in the office during office hours unless otherwise arranged. Extended hours may occur for events hosted by Great Lakes Chi Alpha.
- Leave Policies (including leave, holidays and vacations):** These are determined by your position and will be personalized in your employment contract.
- Substance Use:** The use of alcohol or illicit drugs is cause for termination. Smoking is not allowed in the office or on the premises of the office.
- Violence and Weapons:** Neither violence or weapons are acceptable in the office.
- Food and Beverage:** You are welcome to bring food and drink items to the office. Please mark all your items clearly and do not leave anything in the fridge for more than one week.
- Workplace Attire:** Please dress professionally. Business casual is acceptable.
- Telephone Use:** We only have two phone lines and multiple employees; therefore, please do not tie up the phone with personal calls.
- Postage, Shipping & Office Supplies:** Do not be wasteful with these supplies. Uses outside of general office use needs to be approved and recorded.
- Personal Property:** Keeping personal property in the building is at your own risk. It will not be covered in case of fire or theft either by Great Lakes Chi Alpha or our insurance company.
- Expense Reimbursement:** All purchases and expenses must be approved beforehand using the appropriate forms.
- Inventions & Creative Works:** All work done while as a team member of the Great Lakes Chi Alpha staff will be the property of Great Lakes Chi Alpha.
- Confidential Information:** As a member of this staff, you will be privy to confidential information. Please keep all information you hear in the strictest confidence. Failure to do so is grounds for immediate dismissal.
- Conflicts of Interest:** Please do not bring items for sale to the office.
- Newsletter/Supporter Maintenance:** If you are a missionary, you have 5 hours a month to work on your newsletter and support maintenance.
- Disciplinary Policies:** All members of the Great Lakes Chi Alpha Office Team are expected to conduct themselves in a manner worthy of the Lord. Relational and moral lapses are considered grounds for discipline. Disciplinary action will be determined on a case by case basis. You are expected to follow our Lord's command listed in Matthew 18 if you have a problem with another team member as well as to not discuss it with anyone else. In the case that you cannot resolve a relational conflict with another team member, please see the office manager or director. Disobedience of any of the above policies or procedures are grounds for discipline or dismissal.

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I \_\_\_\_\_ agree to the above.

Printed Name

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Signature

Date

Please attach a résumé with your application.

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