

Welcome to The C3 Church Application Pack

Thank you for your interest in joining the team at The C3 Church! We are passionate about seeing lives transformed through Jesus, and our staff team plays a key role in making that vision a reality.

At The C3 Church, we are committed to creating a safe and welcoming environment for everyone, especially children, young people, and adults at risk. As part of this commitment, we follow a **Safer Recruitment Policy**, ensuring that all applicants go through a thorough and fair recruitment process. This includes appropriate background checks and safeguarding measures in line with best practices.

In this pack, you'll find all the information you need about the role, our church values, and the application process. If you have any questions, please don't hesitate to get in touch—we'd love to hear from you!

We look forward to receiving your application.

Blessings,

Holly Miller

HR & Compliance Manager

The C3 Church

Application Pack Contents

1. Job Description, Employment Terms & Benefits

- **Job Title** and reporting line.
- **Key Responsibilities** – A breakdown of tasks and expectations.
- **Person Specification** – Required skills, experience, and qualifications.
- Any **essential** or **desirable** attributes for the role.
- **Contract Type** (Full-time, Part-time, Fixed-Term, etc.).
- **Holidays & Benefits**, including pension contributions, training opportunities, etc.

2. The C3 Church's Vision, Values & Statement of Faith

- An overview of the church's mission and vision.
- The C3 Church values and expected team culture.
- The **Statement of Faith**, ensuring applicants align with the beliefs of The C3 Church.

3. Safeguarding & Safer Recruitment Information

- Information about the **Safer Recruitment Process**, including:
 - The requirement for references and DBS (Disclosure and Barring Service) checks (or local equivalent).
 - The church's commitment to protecting children and adults at risk of harm.
 - Confidentiality and handling of personal data in line with data protection laws.

4. Application Form

- Personal details (name, contact information, etc.).
- Employment and education history.
- Personal statement (why the applicant is interested in the role).
- References (including one from a church leader if applicable).
- A declaration of any criminal convictions or safeguarding concerns (if relevant).

5. Equal Opportunities & Inclusion Statement

- A statement on The C3 Church's commitment to diversity and inclusion.
- Assurance of a fair and non-discriminatory hiring process.

6. Next Steps & Application Process

- How to **submit the application** (email, online form, postal address).
- The **deadline** for applications.
- Expected timeline for interviews and next steps.
- Contact details for queries.