

# Staffer in Training Application

For girls 15+ who wish to help at any Girls Ministries Retreats

For 2019 Retreats  
Girls Ministries

## **Staffers in Training Information Packet 2019**

Thank you for your interest in being a Staffer in Training at the Potomac Ministry Network Girls Ministries retreats this year. Staffers in Training began to allow girls with a passion for Girls Ministries to be mentored by godly women as they help with the many different jobs that our retreats present. A Staffer in Training not only comes to help at retreat, but is also part of a team who are actively interested in her and her life. We will strive to encourage you, keep in contact with you and have you come back often to be a part of this ministry. We trust that once you experience being a part of our staff, you will come back each year and help us. We also trust you will become involved with the Girls Ministries in your local church.

Each Staffer in Training must meet the four following qualifications:

1. Age Qualifications:
  - To help at Stars Retreat, the girl needs to be at least 15 years old.
  - To help at Friends Retreat, the girl needs to be at least 16 years old.
  - To help at Girls Only Retreat, the girl must have completed her first year of college.
  
2. Spiritual Qualifications:
  - Girls must have accepted Jesus as their personal savior.
  - They should have received or be actively seeking the Baptism of the Holy Spirit.
  - Girls should be living the Christian life and have a testimony of that life style.
  - Girls should be active in their local church.
  
3. Maturity Qualifications:
  - Girls must be able to follow through with assignments given to them.
  - Girls must be willing to obey those in authority over them.
  - Girls must follow the retreat rules, including being on time to all activities.
  - Girls must set an example for the retreat participants to follow.
  
4. Practical Qualifications:
  - Complete enclosed application, sign, date and return it to the Potomac Network Girls Ministries office.
  - Have two adults in your church complete a personal reference form. One should be from someone involved in Girls Ministries and one should be from another teacher, deacon, mentor, etc. Give them an envelope that seals in which they can return the form back to you.
  - Have your pastor fill out the pastoral reference form. Include an envelope that seals.

- Collect these reference forms after they have been placed in the sealed envelopes (do not open or tamper with the envelopes). Mail sealed reference forms with your Staffer in Training application to:

**Girls Ministries  
ATTN: Alicia Tingen  
PO BOX 690  
Gainesville, VA 20156**

We will review each application and reference forms upon receiving them. You will be contacted with all retreat details within a few days after your application has been reviewed.

We look forward to having you work with us and are excited about how we can grow together through this experience!

If you (or your parents) have any questions, please feel free to contact me by email at [atingen@potomacag.org](mailto:atingen@potomacag.org) or call me. If you call, you may need to leave a message. I will return your call as soon as possible. You may also contact the network office at 703-753-0300.

Blessings,  
Alicia Tingen  
Potomac Girls Ministries Director  
703 257 7708 home  
703 244 4363 cell

**Staffer in Training Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Birthday \_\_\_\_\_ Age (as of today) \_\_\_\_\_

Which, if any, Girls Ministries Clubs have you completed \_\_\_\_\_

Date of: Salvation \_\_\_\_\_ Baptism in the Holy Spirit \_\_\_\_\_

At which retreat(s) do you want to serve? (Circle all that apply):

**STARS:** June 7 – 9, 2019;      **FRIENDS and GIRLS ONLY: No Retreat for 2019**

Why would you like to be on our retreat staff? \_\_\_\_\_

What would you like to learn from this experience? \_\_\_\_\_

Are you willing to do the duties assigned to you with a good attitude?      YES      NO

What are your giftings and talents? \_\_\_\_\_

Please list any other work or volunteer experience that would be helpful for us to get to know you better, specifically those involving children and/or youth. \_\_\_\_\_

Name of your church \_\_\_\_\_ Location \_\_\_\_\_

Pastor's name \_\_\_\_\_

I agree that I have answered everything truthfully and to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

My daughter, \_\_\_\_\_, is applying to be a Staffer in Training and I fully support her in this decision.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**PASTORAL REFERENCE FORM**

*To the applicant, please print your name in the first blank, and the retreat name(s) in the second blank. Be sure to include an envelope (self-addressed/stamped if needed) with the reference form!*

**To the recipient:**

\_\_\_\_\_ has applied to the PMN Girls Ministries office to be a Staffer in Training at our \_\_\_\_\_ Retreat(s). She is asking that you complete this reference form for her and return it to her in the envelope she has provided in a prompt manor. All responses will be kept confidential. Please answer each question to the best of your ability. **Please seal the envelope before returning it to ensure confidentiality!**

Please Print!

Church Name \_\_\_\_\_

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

Phone \_\_\_\_\_

Pastor Name \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Do you consider her spiritual life to be an example to others? Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are her strengths? \_\_\_\_\_

What are her weaknesses? \_\_\_\_\_

Has the applicant been screened to work with children with your church? YES NO

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you fully recommend this applicant be a Staffer in Training with the PMN Girls Ministries Department? YES NO

Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERSONAL REFERENCE FORM**

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**To the recipient:**

\_\_\_\_\_ has applied to the PMN Girls Ministries office to be a Staffer in Training at our \_\_\_\_\_ Retreat(s). She is asking that you complete this reference form for her and return it to her in the envelope she has provided in a prompt manor. All responses will be kept confidential. Please answer each question to the best of your ability. **Please seal the envelope before returning it to ensure confidentiality!**

Please Print!

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Church (include city, state) \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Do you consider her spiritual life to be an example to others? Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are her strengths? \_\_\_\_\_

What are her weaknesses? \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you fully recommend this applicant be a Staffer in Training with the PMN Girls Ministries Department?      YES      NO

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PERSONAL REFERENCE FORM**

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Please Print!

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Church (include city, state) \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Do you consider her spiritual life to be an example to others? Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are her strengths? \_\_\_\_\_

What are her weaknesses? \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you fully recommend this applicant be a Staffer in Training with the PMN Girls Ministries Department?      YES      NO

Signature \_\_\_\_\_

Date \_\_\_\_\_