

**Operations Director Application Form**   
Part-Time, 4 Days/Week (30 hours)Centrepoint Church, Bathgate

Please complete this application form and return it with your CV and a copy of your passport personal details page to lianne.pancha@centrepointchurch.org. Once received and reviewed, we will be in touch regarding the possibility of an interview.

**A. PERSONAL INFORMATION**

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| Full Name: |
| Address: |
| Mobile Number: |
| Personal Email: |
| Right to Work in the UK: □ Yes □ No (If No, visa required) |
| Consent to Background Check: □ Yes □ No |

**B. POSITION APPLIED FOR**

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| Position Title: Operations Director (Part-Time, 4 Days/Week – 30 hours) |
| Availability (Earliest Start Date): |

**C. SPIRITUAL LIFE** *(Answer these questions in less than 200 words each)*

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| 1. Have you repented and believed the gospel? If so, when? |
| 2. Have you been baptized as a believer? If so, when? |
| 3. Describe how you became a Christian. |
| 4. Describe your church background and involvement (with dates where possible). |
| 5. Describe your devotional life and prayer life. |
| 6. What books of the Bible have most shaped your spirituality? |

**D. PERSONAL REFLECTIONS ON CHRISTIAN MINISTRY** *(Answer these questions in no more than 500 words)*

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| 1. Describe your calling to ministry. |
| 2. What do you most enjoy about ministry? |
| 3. What do you least enjoy about ministry? |
| 4. Do you agree with the Centrepoint statement of faith (https://centrepointchurch.org/what-we-believe)? Please identify any articles you have questions about or need further clarification. |
| 5. Describe your beliefs about the nature of marriage, human sexuality, and gender. |
| 6. Describe your understanding of the role of the local church in God’s purposes. |
| 7. Why do you want this job? |
| 8. How does this job fit into your long-term plans? |
| 9. How do you feel you can best contribute to advancing the mission of Centrepoint Church? |
| 10. Which of these best describes your ministry experience: □ I have significant experience in a similar ministry role □ I have some experience in a similar ministry role □ I have no experience in a similar ministry role |
| 11. Regarding the job for which I am applying: □ I am more than adequately trained and have confidence I can perform to a high standard. □ I am adequately trained and will be able to perform to an adequate standard. □ I will need more training to perform to an adequate standard. |

**E. LEADERSHIP & OPERATIONS EXPERIENCE** *(Answer these questions in no more than 500 words)*

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| 1. Describe your leadership experience in operations, administration, or project management. |
| 2. Give an example of a time you improved systems, processes, or efficiency in an organisation. |
| 3. Describe your experience with financial management, budgets, or compliance responsibilities. |
| 4. Describe your approach to leading and developing a team of staff and/or volunteers. |
| 5. What attracts you to this role at Centrepoint Church and how do you see yourself contributing to our mission? |

**F. SKILLS & COMPETENCIES**

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| □ I have significant experience in a similar leadership/operations role. |
| □ I have some relevant experience but will need development in certain areas. |
| □ I will require significant training to meet the role expectations. |
| List software/systems you are proficient with (e.g. MS Office, Google Workspace, ChurchSuite, project management tools): |

**G. REFERENCES**

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| Referee 1 (Work/Ministry):  Name:  Organisation:  Phone:  Email:  Relationship: |
| Referee 2 (Work/Ministry):Name:  Organisation:  Phone:  Email:  Relationship: |
| Referee 3 (Personal):  Name:  Organisation:  Phone:  Email:  Relationship: |

**H. DECLARATION**

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| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination. |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |