

MINIMUM QUALIFICATIONS CHECKLIST

Director of Development Assistant

Please answer the following questions and submit with your application.

QUALIFICATIONS	Yes	No
I have an Associates of Arts degree specializing in administrative duties		
I have worked in an office setting as an administrative assistant		
I have experience with and knowledge of office management skills		
I am able to work independently and with others.		
I answer phone calls and interact with the public in a professional manner		
I work well with others as well as independently motivated		
I am highly confidential		
I am proficient in Microsoft 365 and computer savvy		
I communicate effectively, both written and verbal		
I am detail oriented.		
I can do the following: <ul style="list-style-type: none"> • Model a commitment to the Lord Jesus Christ, to Christian Education, and to the mission of Lynden Christian. • Encourage the concept of discipleship, stewardship, and service for students and staff. 		
If I have school-aged children, I understand that I will send them to Lynden Christian as it is a condition of employment and board policy.		
I meet all other "Qualifications" as listed in the job description and application materials. If not, please describe:		

I hereby certify that all statements made above are true and correct.

Signature

Date

Print Name



Central Office
417 Lynes Drive
Lynden, WA
98264

EMPLOYMENT APPLICATION

Position applying for:

Please complete this application electronically and submit it by email to employment@lyncs.org. Fully and accurately complete all application questions. Use additional space as needed.

Name (Last)	(First)	(M.I.)	
Address (Street)	(City)	(State)	(Zip)
Phone Number	Email address	Date of Availability	

Church currently attending:	Name of Pastor
Member? (Y /N)	
Do you have the legal right to work in the U.S.? (Y /N)	
<i>Note: All employment offers are contingent upon proof of eligibility to work in the U.S.</i>	
Are you available to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	
Please list the hours and days of the week you are available?	
Have you ever been dismissed, discharged, fired or asked to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.	
Have you been convicted of a felony or released from prison within the last ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Note: Please explain fully any convictions on a separate sheet of paper. Each case is considered individually. A conviction will not necessarily preclude you from employment; however failure to disclose convictions can disqualify you from employment.</i>	

Education				
Type of School	School & Location	Highlight Yrs Completed	Degree/Certificate <i>(Year higher level degree earned for verification purposes)</i>	Date Earned (Graduated)
High School		9 th 10 th 11 th 12 th GED		
College or University Studies		1 2 3 4		
Graduate School		1 2 3 4		
Business or Tech. School		1 2 3 4		
Other Relevant Training or Courses				
License/Registration/Certificate				
Description	State	Number	Expiration	

Work History

Begin with your most recent experience. List all jobs separately (including military) and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés must be included, but do not write “See Résumé” in lieu of completing the application. See separate document for Applicant Instructions.

If employment was under different name, indicate name:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:
FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:
FROM: / /	Title:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	Primary Duties:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE #:
ADDITIONAL EXPERIENCE (volunteer, internship, etc.):		

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that the information I have provided in this application may be verified by Lynden Christian Schools ("LCS"). I authorize, LCS to contact any person or organization to obtain information concerning me, including, but not limited to, the employers, organizations, supervisors and references that I listed. I hereby release and agree to hold harmless from liability any person or organization (whether listed or not) who provides information or references about me to LCS or its employees or agents. I also hereby release and agree to hold harmless LCS and its past, present and future directors, officers, employees, volunteers, and agents with respect to the obtaining of such information about me. I waive any right I might have to inspect the references provided on my behalf.

I understand that LCS may require me to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording my fingerprints as necessary for such an investigation. I understand and agree that any offer of employment that I may receive from LCS is conditioned upon the receipt of background information, including criminal background information. LCS may refuse employment or terminate conditional employment if LCS deems any background information unfavorable or to reflect adversely on LCS or on me as a Christian role model. I also understand that this is only an application for employment and that no employment offer is being made at this time.

I certify that all information in this Application for Employment is accurate to the best of my knowledge. I understand that (1) falsification of information in this application will result in its cancellation and, if I am employed, may be cause for immediate dismissal; (2) employment is subject to satisfactory reference and employment checks, including FBI and State Patrol background checks, a satisfactory Driver Abstract, and verification of employment; (3) employment is subject to compliance with the requirements of the Immigration Reform and Control Act of 1986. I understand that employees are considered at-will, meaning the employee or Lynden Christian is free to terminate the employment relationship at any time, with or without reason, advance notice, or warning.

Signature

Date

STATEMENTS OF AGREEMENT

This position requires that the person selected be a committed Christian who is in agreement with the evangelical Christian principles which govern Lynden Christian Schools. Therefore, applicants are asked to respond to the questions and assurances below.

1. I have reviewed Article II and Article III of the Lynden Christian School constitution in the appendix below and agree with them.

Yes _____ No _____ If no, please explain: _____

2. Your interest in Lynden Christian Schools is appreciated. It is the policy of Lynden Christian Schools not to discriminate on the basis of race, color, national origin, sex, age, or disability in employment, in its programs or activities as required by federal and state laws (to the extent applicable to the School). As a religious educational institution, Lynden Christian Schools is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

Do you agree with Lynden Christian Schools' nondiscrimination statement above?

Yes _____ No _____ If no, please explain: _____

3. I have read the "STATEMENT OF BASIS AND PRINCIPLES" in the appendix below and support the Statement.

Yes _____ No _____ If no, please explain: _____

Signature supporting all statements above: _____

Date: _____

APPENDIX

MISSION OF LYNDEN CHRISTIAN SCHOOL

The mission of Lynden Christian School is to be an effective instrument of God. Together with Christian parents and the church, we educate children and young people so that they may grow and mature into perceptive and caring Christians. Finally, our goal is to produce citizens who will have a transforming influence in the world.

CONSTITUTION OF LYNDEN CHRISTIAN SCHOOL

ARTICLE II: BASIS

The basis of this Society is the infallible Word of God as interpreted by the Reformed Standards.

The Society is governed by the following guiding principles:

- (a) That all things have been created to the end that the Triune God may be glorified in and through them;
- (b) That God by His wise covenant arrangement has appointed the parent to be responsible for the training of the child to the end that God and His glory shall be central and supreme in life's total experience;
- (c) That the training of the child shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun in the home.

ARTICLE III: PURPOSE

The purpose of the Society is to maintain a school for the daily instruction of our children, such instruction to be in accordance with Art. II and directed toward the end that these children may occupy their places worthily in society, church, and state.

STATEMENT OF BASIS AND PRINCIPLES

The basis of Lynden Christian School is the Scriptures of the Old and New Testament, the infallible Word of God, as explicated in Reformed creedal standards. On this basis we affirm the following principles for Christian education:

THE BIBLE: That God by His Holy Word reveals Himself; renews man's understanding of God, of man himself, of his fellow man, and of the world; directs man in all his relationships and activities; and therefore guides His people also in the education of their children.

CREATION: That in their education children must come to learn that the world, and man's calling in it can rightly be understood only in their relation to the Triune God who by His creation, restoration, and governance directs all things to the coming of His kingdom and the glorification of His name.

SIN: That because of man's sin, which brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world; distorts his view of the true meaning and purpose of life; and misdirects human culture; man's sin also corrupts the education of children.

JESUS CHRIST: That: through our Savior Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

SCHOOLS: That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

PARENTS: That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

TEACHERS: That Christian teachers, both in obedience to God in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

PUPILS: That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

COMMUNITY: That because God's covenant embraces not only parents and their children but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's kingdom, it is the obligation not only of the parents but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

EDUCATIONAL FREEDOM: That Christian Schools organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.

Lynden Christian School's Position Statement on the Sanctity of Human Life

Because human beings are created in the image of God their Creator, we affirm the following:

Each human being through the whole course of life, from their beginning in their mother's womb (see Psalm 139:13-16) through death, possesses God-given worth as His image-bearer, and is thus worthy of care and protection from the beginning of life until death.

Lynden Christian School's Position Statement on Human Sexuality and Gender Identity

Because human beings are created in the image of God their Creator, we affirm that all humans, male and female, homosexual, heterosexual, bisexual or otherwise have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic biblical community, Lynden Christian Schools is committed to addressing all issues of human sexuality and gender identity with grace and truth.**

We also affirm that one need not approve of a person's behavior in order to love them in Christ. God loves sinners, including those who sin differently than we do.

Lynden Christian School affirms the following interpretive framework regarding God's intent for human sexuality:

- A. The Creator's intent for human sexuality finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within that covenant union.

- B. Same gender and heterosexual lust is a condition contrary to God's created order which reveals the brokenness of our sinful world and the effects of sin on God's perfect intent for human sexuality. Being attracted to persons of the same sex is not culpable or sinful.
- C. Hetero-sexual practice outside the covenant of marriage and all homo-sexual practice is incompatible with the will of God as revealed in scripture and is sin demanding confession and repentance.
- D. God created two genders - male and female - determined biologically at birth.
- E. None of us has measured up to God's perfect will for our sexuality, and thus we are all in need of, and able to receive, abundant grace and forgiveness through our Savior Jesus Christ.
- F. We will communicate and uphold God's standards for human sexuality and gender identity with grace, mercy, compassion and equity.

In light of the above framework, Lynden Christian School commits itself to the following standards of Christian practice:

- A. Exercising patient understanding of and compassion for all students struggling with any issue of sexuality or gender identity.
- B. Ensuring an environment that is free from discrimination.
 - i. No student, heterosexual or homosexual, will be pressured to disclose their sexual orientation.
 - ii. No student will be expelled or excluded on the basis of their same gender attraction.
- C. Insisting upon an atmosphere that is a safe learning environment for all students.
 - i. Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated. This policy extends to gestures, emails, text messages, notes and any other written or electronic form of threat or harassment.
 - ii. Gay or anti-gay militancy is regarded as incompatible with Christian community and therefore will not be tolerated.
 - iii. Public displays of affection between couples will not be allowed.
- D. Providing all students with the following:
 - i. A compassionate venue in which to engage in authentic dialogue about the very real, confusing and often painful issues related to human sexuality and gender identity.
 - ii. The assurance of confidentiality except in instances of suicidal ideation or other self-harming behaviors.
 - iii. School counselors who will offer biblical guidance, resources and options for referral for counseling.
 - iv. An assurance that the dignity of all students and families will be guarded.
- E. Acknowledging our own human frailty and dependence upon Christ for his humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

** Lynden Christian Schools has established this Position Statement on Human Sexuality and Gender Identity for a variety of reasons:

- To give clarity for staff, students, and families around these topics
- To provide direction for instruction around these topics
- To protect the organization legally, particularly in areas of employment and enrollment
- To direct policy making

* We acknowledge with gratitude the influence of the following institutions upon the writing of this document

- Society of Christian Schools In British Columbia, *Same Gender Attraction: A Discussion Among Our Christian School Communities*
- Seattle Pacific University, *Statement on Human Sexuality*
- Unity Christian School, *Guidelines for Respecting Diversity*

- Christian Reformed Church of North America, *Committee to Study Homosexuality, Report 42, art. 53*
- Christian Reformed Church of North America, *Pastoral Care for Homosexual Members*
- Edmonton Christian Schools, *Staff Guidelines for Creation a Safe and Caring School for Lesbian, Gay, Bisexual and Transgendered Students*