

# Georgia Community Learning Centers Incorporated 2002

Corporate Address: 1969 McDaniels Bridge Rd. Lilburn, GA 30047

## Corporate Officers

Zach Adams	CEO
Byron Davis	CFO
Everett Bracken	Secretary
Matthew White	VPCR
Micah Ballew	Operational Director
Clayton Still	Assistant Director

Teacher behavioral & employment Contract

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# Georgia Community Learning Centers

## APPLICATION FOR EMPLOYMENT

### ***Personal Information***

Mr./Mrs./Ms \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

### ***Education & Employment History***

High School: \_\_\_\_\_  
Year Graduated: \_\_\_\_\_  
College: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Other: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Do you plan to pursue further education? (*please circle*) Yes No  
Present Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Type of work/job title: \_\_\_\_\_  
List types of work experience on this job:

### ***Church Background***

Church currently attending: \_\_\_\_\_  
List responsibilities or positions you have at church:  
\_\_\_\_\_  
What other organizations or programs are you involved in?  
\_\_\_\_\_  
Describe your personal relationship with Jesus Christ:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ministry Experience**

Briefly describe your past ministry experiences that would be relevant to this ministry:

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How did you hear about this ministry?

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Why do you want to be involved in this ministry?

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What two greatest strengths do you bring to this ministry?

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What are your two greatest weaknesses you feel may hinder your ministry?

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What training other than what you have already mentioned, have you had in Bible, theology or counseling?

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Have you been disciplined by a local church for anything that would hurt this ministry or tarnish the reputation of this ministry? If yes, please explain on another sheet.

**References**

1. Name \_\_\_\_\_

Phone \_\_\_\_\_

2. Name \_\_\_\_\_

Phone \_\_\_\_\_

3. Name \_\_\_\_\_

Phone \_\_\_\_\_

***Waiver and Consent***

"I hereby certify and agree to the following in consideration of Georgia Community Learning Centers' review and consideration of this application. The facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified or incomplete statements on this application shall be expected to yield my dismissal. I understand that Georgia Community Learning Centers, if it believes I am a good candidate for a position, will run a criminal background check. I consent to such background check, agree to provide all information necessary to complete such background check, and understand that the results of such background check will be considered in Georgia Community Learning Centers employment decision. In addition, I authorize Georgia Community Learning Centers to contact the personal references I have identified, and to conduct a reasonable investigation into my suitability for work with the Georgia Community Learning Centers. Likewise, I authorize any person with information pertinent to my application for employment or my continued employment to provide that information and the person's pertinent impressions and opinions to any apparently-authorized employee or other agent of Georgia Community Learning Centers; and release that person from all liability for any statement made to such an apparently-authorized employee or other agent. "

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I, \_\_\_\_\_, hereby authorize the Georgia Community Learning Centers, and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with the Georgia Community Learning Centers.

I release the Georgia Community Learning Centers and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Name Last: \_\_\_\_\_ First: \_\_\_\_\_

Middle: \_\_\_\_\_ Name Suffix: \_\_\_\_\_

Other Name (if applicable): \_\_\_\_\_

Sex (check box): Male  Female

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Current Residence:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Phone #: \_\_\_\_\_

Drivers License # \_\_\_\_\_ Drivers License State: \_\_\_\_\_

Applicant/Employee Name and Signature:

Print \_\_\_\_\_

Sign \_\_\_\_\_ Date: \_\_\_\_\_

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. The Georgia Community Learning Centers is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Age (40 and over), Handicap or National Origin.

## Background Consent Form

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In order to participate in any of the activities and functions of the Georgia Community Learning Centers you must agree to the following set of guidelines:

1. **Must be a born-again follower of Jesus Christ.**
2. **Must agree without reservation to the “Statement of Beliefs” of the Georgia Community Learning Centers as outlined below.**

## GCLC Statement of Beliefs

**God:** We believe in the only true God – John 17:3, the Father, the Son and the Holy Spirit – Matthew 28: 19 – 20. He created all things (Revelation 4: 11) and upholds all things by the Word of His power – Hebrews 1: 3. In Him we live and move and have our being – Acts 17: 28. He is a God of truth and without iniquity, He is just and right – Deuteronomy 32: 4, and he shall judge the world – Psalms 9: 8. We believe that the Godhead eternally exists in three persons: the Father, the Son, and the Holy Spirit. These three are one God, having precisely the same nature, attributes and perfections, and are worthy of precisely the same homage, confidence, and obedience – Mark 12: 29, John 1: 1 – 4, Matthew 29: 19 – 20, Acts 4: 3 – 4.

**Jesus Christ:** We believe in the total deity of the Lord Jesus Christ. We believe he is the manifestation of God in the flesh. We believe He was conceived by the Holy Spirit and born of the Virgin Mary. We believe Him to be true God and true man – John 1: 1, 1: 14, 1: 18, John 14: 8 – 9, 1 Timothy 3: 16.

**Holy Spirit:** We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ – John 16: 14. The Holy Spirit regenerates the sinner upon belief in Christ, baptizing the believer into one body of which Christ is the head. The Holy Spirit indwells, guides, instructs, fills, comforts, and empowers the believers for Godly living – Mark 13: 11, John 14: 26, John 16: 13, Romans 5: 5, 1 Corinthians 3: 16. The Holy Spirit convicts the world of sin, of God’s righteousness and of the coming judgment – John 16: 8 – 11.

**Scriptures:** We believe the Scriptures of the Old Testament and the New Testament are both verbally inspired by God and inerrant in their original writings. We believe the 66 books of the Old Testament and the New Testament are God’s complete and sufficient revelation and therefore carry God’s complete authority for the total well – being of mankind – Psalms 119: 97 – 104, Psalms 119: 160, Matthew 5: 18, John 5: 46 – 47, John 10: 35, 2 Timothy 3: 15 – 16.

**Man:** We believe man was created in innocence under the law of his Maker but, by voluntarily transgressing, fell from his sinless ness. Consequently, all mankind is sinful. All people are sinners not only by inheritance, but also by their own choice and therefore are under just condemnation without defense or excuse. We believe that without exception every man and every woman is totally depraved and needs a Savior – Genesis 3: 1 – 6, Romans 3: 10 – 19, Romans 1: 18, Romans 1: 32.

## Teacher behavioral Contract

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**Salvation:** We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice. We believe that each person who by faith receives Him as a personal Savior is justified on the basis of Jesus Christ's shed blood on Calvary. Each person who receives Christ as their personal Savior is born again of the Holy Spirit.– Romans 8: 37 – 39, 2 Corinthians 5: 21, 1 Corinthians 12: 13

**Resurrection:** We believe in the resurrection of the crucified body of our Lord Jesus Christ, His ascension into heaven and His present life for us as High Priest and Advocate – Acts 1: 3, Acts 1: 9, Hebrews 7: 25 – 26.

**Heaven, Hell, and the Return of Christ:** We believe in the blessed hope: the personal return of the Lord Jesus Christ. His return has a vital bearing on the personal life and service of the believer (I Thessalonians 4: 13 – 18). We believe in the bodily resurrection of both the saved and the lost. The saved are raised to eternal, conscious bliss in heaven (Matthew 25: 34, John 14: 2, II Corinthians 5: 1, Revelation 2: 7) the lost are raised to eternal torment in hell in conscious separation from God – Matthew 8: 11, Matthew 10: 28, Matthew 13: 49 – 50, Mark 9: 47 – 48, Luke 12: 5, Revelation 21: 8.

**Church:** Upon accepting the Lord Jesus Christ as Savior, a believer becomes part of His body, which is the church. There is one church universal, composed of all those throughout the world who acknowledge Jesus Christ as Savior and Lord. The Scriptures command believers to gather in order to devote themselves to worship, prayer, teaching of the Word, observance of the ordinances (baptism and communion), fellowship, service to the body through the development and use of talents and gifts, and outreach to the world in fulfillment of the command of Christ to make disciples of all believers – Ephesians 5: 23, Romans 12: 1, Acts 2: 42 – 46, I Corinthians 12: 26, Matthew 28: 18 – 20. Wherever God's people meet regularly in obedience to this command, this is the local expression of the church – under the oversight of elders and other supportive leadership. The church's members are to work together in love and unity, intent of the ultimate purpose of glorifying Christ – Ephesians 4: 16.

**Missions:** Realizing that the cause of Christ extends beyond any one local fellowship, we commit ourselves to an ongoing ministry of extending the call of Christ to make disciples around the world (Matthew 28: 19 – 20).

### 3. Must agree to abide by the GCLC “Code of Conduct”.

#### Gwinnett Christian Learning Center Code of Conduct

1. I affirm that I know the Lord Jesus Christ as Savior and Lord (John 3:3, I Peter 1:23) and will strive to represent Him in all action, word and deed.
2. I agree to avoid the debate of Biblically controversial topics with parents or students especially as they relate to denominational issues (i.e. baptism, women in ministry, eternal security, gift of tongues, eschatology, etc.) and I further agree to inform the administration before and after any such discussions.

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3. I agree to abstain from any questionable activity as outlined within the principles taught in Romans 14 including but not limited to immoral conduct, inappropriate personal business practices or use of addictive substances (i.e. alcohol, tobacco, drugs, etc.).
4. I agree to follow the Biblical principles of Matt. 5, Matt. 18 and Gal. 6 with regard to resolution of conflict with peers, parents, students and administration.
5. I agree with other parties signing this agreement to waive all rights to take a dispute before a court of law, and I further agree that any disputes shall be settled through arbitration in front of believers as outlined in I Corinthians 6:1-8.
6. I agree to keep all contact and interaction with students of the opposite sex reserved to the classroom setting as well as GCLC events. Any interaction on a personal level will be deemed inappropriate and viewed as a violation on this contract.
7. I agree that my agreement with the GCLC can be voided at any time when any of the above requirements are violated, or for any behavior in spirit or action which could be considered a deviation from Scriptural teachings.
8. I understand that once I sign this document it becomes a valid and binding agreement and that I must then fully and completely abide by its terms.

**Having read this agreement, including the statement of beliefs and code of conduct, I willingly sign and agree to the specifications within.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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## Employment Agreement between Georgia Community Learning Center, Inc (the "Company") and \_\_\_\_\_ (the "Contractor").

**1. For good consideration, the Company contracts with the Contractor on the following terms and conditions.**

**2. Type of Employment.** The Contractor is agreeing to teach The Bible Class located at \_\_\_\_\_ on the following weekly commitment (circle one of the following):

**5 days a week / 3 days a week / 2 days a week.**

**3. Beginning of Employment.** Subject to the provisions for termination set forth below this agreement will begin on \_\_\_\_\_.

**4. Salary for 5 day a week employment.** The Company will agree to compensate the Contractor 85% of all moneys raised for the Company up to but not above \$18,400. Once the Contractor has reached this financial threshold, the compensation percentages for moneys attained beyond the threshold will be reevaluated by the Company.

**5. Salary for 3 day a week employment.** The Company will agree to compensate the Contractor 85% of all moneys raised for the Company up to but not above \$11,040. Once the Contractor has reached this financial threshold, the compensation percentages for moneys attained beyond the threshold will be reevaluated by the Company.

**6. Salary for 2 day a week employment.** The Company will agree to compensate the Contractor 85% of all moneys raised for the Company up to but not above \$7,360. Once the Contractor has reached this financial threshold, the compensation percentages for moneys attained beyond the threshold will be reevaluated by the Company.

**7. Pay periods.** Paychecks will be written on a monthly basis for the 85% raised during the previous month (example: percentage of money raised in August will be paid in September). All checks will be written on the 15th and delivered no later than the 20th. Periodic Bonuses. The Company may also provide bonuses to the Contractor as the Company deems appropriate and funds are available.

**8. Reimbursement of Expenses.** The Contractor may incur reasonable expenses for furthering the Company's business, including expenses for teaching materials, resources, and similar items. If the cost is greater than \$25, please receive prior approval from the Director. The Company shall reimburse Contractor for all business expenses after the Contractor presents an itemized account of expenditures.

**9. Equipment.** All equipment the Company purchases for Contractor for business use is the property of the Company and must be returned to the Company upon termination.

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**10. Duties and Position.** The Company hires the Contractor in the capacity of teacher for 7th period classes for 20 hours a week. Duties should be shared if co-teaching situation exists.

## **Teaching - 15 hours/week**

- Teach assigned classes.
- Build relationships with the students during and after class.  
(Be a visible presence at High School on a reasonable basis to relate to students, staff, etc.)
- Cooperate with school by turning in required forms, grades, attendance, etc.
- Keep regular lesson plans.
- Produce a syllabus for each course.
- Maintain appropriate teacher/student relationship.
- Be prepared for each class.
- Arrive early 15 minutes early.
- Maintain a class structure and discipline appropriate for the learning environment.
- Use all available resources to enhance student's learning.
- Attend GCLC sponsored training and networking events.
- Continue to grow and develop as an effective teacher.
- Communicate any problems, concerns or needs to the Director immediately.

## **Promotion - 5 hours/week**

(These may be accomplished in partnership with the GCLC Director and Board)

- Promote "The Bible Class" to students prior to registration  
(Included are youth pastors, FCA, Young Life, school lunch, passing out flyers, encouraging students to tell their friends, etc).
- Build and nurture relationship between The Bible Class and...
  - \* School (introduce yourself to principal and assistant principal who works with you)
  - \* Local churches (call and visit with local youth pastors and pastors to tell them about the class.)
  - \* Youth Pastors (develop and substitute teaching list from the youth pastors in the local community.)
  - \* Supporters (send thank you notes and newsletters)
  - \* Produce & distribute a quarterly newsletter to all parents (current & former) & supporters.

**11. Assistance in Litigation.** Contractor shall upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

**12. Effect or Prior Agreements.** This Agreement supersedes any prior agreement between the Company and the Contractor, except that this agreement shall not affect or operate to reduce any benefit or compensation inuring to the Contractor of a kind elsewhere provided and not expressly provided in this agreement.

**13. Settlement by Arbitration.** Any claim or controversy that arises out of or relates to this agreement, or the breach of it, shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered may be entered in any court with jurisdiction.

**14. Limited Effect of Waiver by Company.** Should Company waive breach of any provision of this agreement by the Contractor, that waiver will not operate or be construed as a waiver of further breach by the Contractor.

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**15. Termination of Agreement.** Without cause, the Company may terminate this agreement at any time upon 14 days' written notice to the Contractor. If the Company requests, the Contractor will continue to perform his/her duties and may be paid his/her due income up to the date of termination. Without cause, the Contractor may terminate employment upon 14 days' written notice to the Company. Contractor may be required to perform his or her duties and will be paid due income to date of termination but shall not receive severance allowance. Notwithstanding anything to the contrary contained in this agreement, the Company may terminate the Contractor's employment upon 14 days' notice to the Contractor should any of the following events occur:

- a) The sale of substantially all of the Company's assets to a single purchaser or group of associated purchasers; or
- b) The Company's decision to terminate its business and liquidate its assets;
- d) The merger or consolidation of the Company with another company.
- e) Bankruptcy or chapter 11 reorganization.

**16. Severability.** If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect.

**17. Assumption of Agreement by Company's Successors and Assignees.** The Company's rights and obligations under this agreement will inure to the benefit and be binding upon the Company's successors and assignees.

**18. Oral Modifications Not Binding.** This instrument is the entire agreement of the Company and the Contractor. Oral changes have no effect. It may be altered only by a written agreement signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Company President

Teacher employment Contract

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