

**Your biographical information please:**

Full Name: \_\_\_\_\_ Date of this Application's Submission: \_\_\_\_\_

Place of Residence (Street): \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Place of Current Work or Education: \_\_\_\_\_

**Indicate the position(s) you are applying for: (those in BOLD we are currently seeking to fill):**

- President – maintain charge of the entire Mission; all staffing, program, & development
- Staff & Ministry Leader – develop collective-impact of multiple communities' programs
- Community Coordinator** – oversee a whole-community effort of ministry + lead community ministry
- Ministry Coordinator**—oversee special focus of ministry + help lead community ministry
- Ministry Outreach Coordinator—Oversees the development of partnerships and outreach + help lead community ministry
- Catholic-&-Community Outreach Coordinator**—oversee Catholic Community Outreach + help lead community ministry
- Administrative Coordinator—oversee admin tasks + help lead community ministry
- Financial Development Coordinator**—oversee grant writing process + help lead community ministry (remote option available)
- Internship Management Coordinator**—oversee internship process + help lead in community ministry
- Video Graphic & Web Design Coordinator**—oversee the development our online foot print through video and web design + help lead community ministry (remote option available)

**Please check as true, if true:**

- "With this application I am also submitting my 1 to 2 page resume."
- "Upon Initial Acceptance... I will be willing to submit to PHM and to the U.S. government, the running of a comprehensive background check on me, for which I will submit my signature and all relevant contact information."
- "I have read PHM's statement of Vision, Mission, and Convictions."
- "I understand the matter of PHM staff being hired on as 'missionary-support' which involves raising a Support Team to fund the position, up to 120% the amount needed to generate salary."

**Have you ever been convicted of a crime?** \_\_\_\_\_

**Have you ever been accused of sexual, physical, or emotional misconduct towards someone?** \_\_\_\_\_

**For the 5 essay questions below please type out your response.**

1. What, specifically, has brought you to this interest of serving full-time with Pacific House of Mission; and what strengths, qualifications, giftings, knowledge, and/or experiences of yours do you feel would help advance this Mission?
2. From what you have been able to learn thus far of all that PHM does, which ministry activity do you personally think is the most important, and why?
3. Describe your lessons learned in positions of leadership over others; what do you find to be the most easy or natural aspect, and also the most challenging aspect, in influencing others?
4. Let's say someone approaches you--seeing you as a potential mentor-leader through PHM—with questions about your (or their) own journey with faith, church, salvation, or God. What specifically might you be able to share with them (share with us!); and how might your discussion be different if the situation changed between you speaking with a fellow adult, or a teenager, or a person of a different faith tradition?
5. How do you feel about Catholics and Protestants and perhaps people of other Christ-centered traditions working together? What is your willingness to attend other faith traditions' services/ Please share your enthusiasms-or-misgivings about these kinds of ministry settings.
6. Describe your experience with missionary-support fundraising, and describe your confidence, feelings, and/or commitment to work on this in the months leading up to joining our team.

**Provide 3 References** (name, contact info, nature of relationship) of persons who are not related to you and who have firsthand knowledge of your abilities, character, and goals.

1. (reference's name) \_\_\_\_\_  
(nature of your relationship) \_\_\_\_\_  
(contact info: phone & email) \_\_\_\_\_
2. (reference's name) \_\_\_\_\_  
(nature of your relationship) \_\_\_\_\_  
(contact info: phone & email) \_\_\_\_\_
3. (reference's name) \_\_\_\_\_  
(nature of your relationship) \_\_\_\_\_  
(contact info: phone & email) \_\_\_\_\_

**Print, Sign, and Date:**

"I, the applicant, attest all the submissions of this application—including any attached documents—are in good faith and true, and I do give PHM's representatives permission to contact references I provided."

*Applicant's Printed Name:* \_\_\_\_\_

*Applicant's Signed name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Contact for questions or for sending an application:**

Pacific House of Mission; C/O Kevin Thomas Schmidt; PO Box 860969; Wahiawa, HI 96786  
(808) 372-1567 or email at [kschmidt@pacifichouseofmission.com](mailto:kschmidt@pacifichouseofmission.com)