

# 志願事奉服務證明信申請表格

## Voluntary Ministry Service Confirmation Letter Application Form

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### A. 申請人資料 (Applicant's Details)

1. 中文姓名 : \_\_\_\_\_  
Chinese Name: \_\_\_\_\_
  2. 英文姓名 (與證件一致) : \_\_\_\_\_  
English Name (as shown on passport/ID): \_\_\_\_\_
  3. 性別 :  男  女  
Gender:  Male  Female
  4. 聯絡電話 : \_\_\_\_\_  
Contact Telephone: \_\_\_\_\_
  5. 電郵 : \_\_\_\_\_  
Email Address: \_\_\_\_\_
  6. 教會 / 地區 : \_\_\_\_\_  
Church / Location: \_\_\_\_\_
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### B. 主要服事群體 (Primary Ministry Group Served)

(請勾選所有適用項目) (tick all that apply):

- 兒童(Children)
  - 學生(Students)
  - 中學生 / 預科學生(Secondary / Sixth Form Students)
  - 大學生 / 專上學生(University / College Students)
  - 青年 / 年輕人(Youth / Young People)
  - 成年人(Adults)
  - 婦女事工(Women's Ministry)
  - 長者 / 年長者(Seniors / Elderly)
  - 其他 (Other) : \_\_\_\_\_
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## C. 事奉職務 / 身份 (Ministry Role / Capacity)

(請勾選或填寫您所擔任的職務) (tick or write the role you served in):

- 兒童事工導師 (Children's Ministry Teacher)
  - 兒童事工助理 (Children's Ministry Assistant)
  - 兒童活動志願者 (Children Activities Volunteer)
  - 青年事工領袖 (Youth Ministry Leader)
  - 青年事工助理 (Youth Ministry Assistant)
  - 青年活動志願者 (Youth Activities Volunteer)
  - 小組組長 (Small Group Leader)
  - 小組支援志願者 (Small Group Support Volunteer)
  - 團隊領袖 (Team Leader)
  - 團隊支援志願者 (Team Support Volunteer)
  - 志願聖經導師 (Volunteer Bible Teacher)
  - 偶發性志願聖經導師 (Occasional Volunteer Bible Teacher)
  - 牧養支援志願者 (Pastoral Support Volunteer)
  - 教會行政志願者 (Church Administration Volunteer)
  - 教會行政支援志願者 (Church Administration Support Volunteer)
  - 教會事工志願者 (Church Ministry Volunteer)
  - 教會事工支援志願者 (Church Ministry Support Volunteer)
  - 其他職務 (如適用) (Other role (if applicable)):
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## D. 事奉內容 (Ministry Responsibilities)

(請勾選所有適用項目) (tick all that apply):

### 1. 規劃與預備 (Planning and Preparation)

- 規劃及籌辦聚會或活動 (planning and organising meetings or gatherings)
  - 協助規劃及預備聚會 (assisting with planning and preparation of meetings)
  - 規劃及籌辦小組聚會 (planning and organising small group sessions)
  - 協助小組聚會預備 (assisting with small group preparation)
  - 規劃及籌辦定期活動 (planning and organising regular activities)
  - 協助定期活動規劃 (assisting with regular activity planning)
  - 籌辦偶發性或特別活動 (planning occasional or special events)
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### 2. 教導 / 分享 (Teaching / Sharing)

- 聖經信息分享 (Delivering Bible teaching sessions)
- 提供偶發性聖經信息分享 (Providing occasional Bible message sharing)

主持聖經研讀討論(Facilitating Bible study discussions)

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### 3. 小組帶領(Group Leadership)

- 帶領小組活動(Leading small group activities)
  - 協助帶領小組活動(Assisting in leading small group activities)
  - 主持小組討論 (Facilitating group discussions)
  - 協助主持討論(Assisting in facilitating discussions)
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### 4. 支援 / 關懷(Support / Care)

- 維繫組員之間的彼此關懷與聯絡(maintaining mutual care and support contact among participants)
  - 協助組員關懷與溝通(assisting with participant care and support communication)
  - 參與小組禱告支援(participating in group prayer support)
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### 5. 活動運作(Activity Operations)

- 帶領活動執行或課程推行(Leading activity operations or programme delivery)
  - 協助活動執行(Assisting with activity operations)
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### 6. 其他/備註 (可選填) (Others/ Comments, optional) :

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## E. 服務區域及時段 (Service Area & Period)

1. 服務區域/地點 : \_\_\_\_\_  
**Service Area / Location:** \_\_\_\_\_
  2. 服務開始月份/年份 : \_\_\_\_\_  
**Service Start Month/Year:** \_\_\_\_\_
  3. 服務結束月份/年份 : \_\_\_\_\_  
**Service End Month/Year (if applicable):**  
 仍在進行 (Present / Ongoing)  
 已結束 (Ended) : \_\_\_\_\_
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## F. 服務頻密程度及時數 (Frequency & Hours)

1. 服務頻密程度 :  
**Service Frequency:**  
 每週 (Weekly)  
 每兩週 (Fortnightly)

- 每月 (Monthly)
- 不定期 (Occasionally)
- 其他 (Others) : \_\_\_\_\_
2. 每次服務時數 (約) : \_\_\_\_\_ 小時  
**Approx. hours per session:** \_\_\_\_\_ hours
3. 平均每月服務次數 (約) : \_\_\_\_\_ 次  
**Approx. sessions per month:** \_\_\_\_\_ sessions
4. 估算總義工時數 (不少於) : \_\_\_\_\_ 小時  
**Estimated Total Volunteer Hours (more than):** \_\_\_\_\_ hours
5. 有沒有點名記錄或相關參與紀錄? (Is there an attendance record or other proof of participation?)  
(視乎需要, 有可能要求提交 *Submission may be requested if necessary*)
- 有 / Yes
- 有大部分 / Mostly available
- 只有小部分 / Only a small portion available
- 沒有 / None
- 

## G. 證明信用途及要求 (Purpose & Letter Requirements)

1. 申請用途 (可選多項) :  
**Purpose of request (tick all that apply):**
- 移民 (Immigration) 簽證 (Visa)
- 工作 (Employment)
- 入學 / 學校 (School / Education)
- 政府 / 官方機構 (Government / Official Use)
- 個人記錄 (Personal Record)
- 其他 (Others) : \_\_\_\_\_
2. 在英國, 教會一般不會使用公司印章或印鑑於牧養或志願服務文件; 如於海外申請時被要求提供, 請於申請表備註欄加以說明。  
In the UK, churches do not normally use company chops or seals on pastoral or voluntary service documents; if such a requirement is raised for overseas applications, please explain this in the remarks section of the application form.  
備註(可選填) (Remarks, optional) :  
\_\_\_\_\_
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# 教會內部專用 (For Church Use Only)

- **Reference No.:** CM/ \_\_\_\_\_
- **Received Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Processed by:** \_\_\_\_\_
- **Location:** \_\_\_\_\_
- **Voluntary Ministry Service Verified:**  Yes  No
- **Details confirmed directly with the witness:**  Yes  No
- **Letter Issued Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Signed by:**  Minister  Other: \_\_\_\_\_
- **Signature / Name:** \_\_\_\_\_
- **Remarks:** \_\_\_\_\_