



# Non-Teaching Helper Application

## Non-Teaching Helper Responsibilities:

- General Requirements Must Include:
  - Submit this application and be an approved Non-Teaching Helper before you begin in a club.
  - Complete any school required background information before you begin in a club
  - Ensure all child protection procedures are properly followed and obey the laws governing our relationship with the school, the State, and children.
- Various Club Activities May Include:
  - Lead the Bible Club in songs, verse memorization or other activities.
  - Weekly record keeping for each child (attendance, memory verses (2 helps))
  - Help with Bible Club communications as requested by the Teacher.

***NOTE - If you would like to assist in leading a child to Christ in a Bible Club or teach any Bible Club lessons, you will need to become an approved Teacher Assistant or Teacher***

I have read and agree to follow the responsibilities of my selected position as described in the "MI Bible Club Roles & Responsibilities" (see appendix). ***Please initial*** \_\_\_\_\_

## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

Number of years that you have lived in Michigan \_\_\_\_\_ Number of children \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Cell/Text \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth (need for background check) \_\_\_\_\_

Family Status (circle)      Single      Married      Divorced      Remarried      Widowed

Race (circle for background check)      White      Black

Asian/Pacific Islander      American Indian/American Native      Other

Emergency Contact Information: Name \_\_\_\_\_ Phone \_\_\_\_\_

District/School you are applying to work in: \_\_\_\_\_

How long do you envision serving in this position? \_\_\_\_\_

Specify days and hours you would be available \_\_\_\_\_

If your application is approved, what date will you be available to begin serving? \_\_\_\_\_

**Christian Belief & Practice**

Have you received Christ as your personal Savior?    Yes    No    If "Yes", when? \_\_\_\_\_

Do you seek to live a consistent daily Christian life? \_\_\_\_\_

Do you carry on a program of regular Bible reading and prayer? \_\_\_\_\_

\_\_\_\_\_

On what do you base your salvation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you attend church on a weekly basis?    Yes    No    Member?    Yes    No

Church name and city \_\_\_\_\_

How many years have you regularly attended this Church? \_\_\_\_\_

If less than 3 years, list previous Church name and city \_\_\_\_\_

Do you serve in your Church?    Yes    No    What areas? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you aware of any practice or relationship that keeps you from having a good reputation in your church and community?    Yes    No    \_\_\_\_\_

\_\_\_\_\_

What experience have you had working with children (Bible or other)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Doctrinal Agreement:**

I have read and agree to the doctrinal statement of MI Bible Clubs  
(see "What We Believe" on Volunteer page of MiBibleClubs.org)

*Signature* \_\_\_\_\_

## **Child Protection Screening**

In order to protect the children in Bible Clubs, we complete background checks and relevant screening of all volunteers who work with MI Bible Clubs and interact with children. The following information and the reports are confidential and are viewed only by the Director of MI Bible Clubs and the Child Protection Program Leader and stored in a secured file. This information is critical to allow us to properly complete that screening process.

### ***Signature consent for a "Criminal Background Check"*** \_\_\_\_\_

Have you ever pled guilty or been convicted of a felony?      Yes      No

Have you ever pled guilty or been convicted of a misdemeanor? (not minor traffic violation)      Yes      No

Are you the subject of a criminal investigation or have pending charges against you?      Yes      No

If "Yes", to any of the question above, please provide details of the conviction (date, type of conviction, how it was resolved, etc.). Note: a conviction will not automatically disqualify you. The seriousness of the crime and date of conviction will be considered. \_\_\_\_\_

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Have you ever been accused of, participated in, pled guilty to, or convicted of child abuse, child neglect, or any other crime against a minor?      Yes      No

Have you deliberately and repeatedly viewed pornography in the last 3 years?      Yes      No

Do you have any ongoing struggles that you think would keep you from ministry to children?      Yes      No

Comments: \_\_\_\_\_

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Do you have any communicable diseases or infections such as tuberculosis, Hepatitis B, HIV/AIDS, MRS (Methicillin-Resistant Staphylococcus aureus), etc.?      Yes      No

Comments: \_\_\_\_\_

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**Personal References** (Must include 3 non-related references)

One reference should be a pastor of your current Church.

If possible, include one reference of a fellow children's worker.

Name	Email Address	Phone	Relationship
			Pastor
			Fellow Children's Worker

**If you have attended your current Church for less than 3 years, please provide reference from a pastor or leader in your past Church.**

Name	Email Address	Phone	Relationship
			pastor / leader

I have read and fully understand all the questions requested in this application. I certify that all answers given by me are true, accurate and complete. I understand that the completion and/or execution of this application does not insure me a volunteer position, nor does it obligate me or the organization in any way. I fully understand that the omission and/or misrepresentation of facts requested may be cause for immediate dismissal without prior notice. I authorize MI Bible Clubs (BCM) to contact the references listed above and I release each person from liability for providing this information. I further authorize the MI Bible Clubs (BCM) to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in conviction and furnish a response to the MI Bible Clubs (BCM) representative. I understand that information concerning my references and criminal history checks will be treated in a confidential manner and only those individuals with a legitimate need to know will have access to this information. If accepted for volunteer service, I agree to abide by all the rules and regulations of BCM. I have read, understand, and agree with the above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**MI Bible Club Review and Approval**

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ Approval \_\_\_\_\_

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