



Club Volunteer Roles

Teacher

- Training Requirements
 - Submit a “Teacher” application and attend New Teacher Training to be an approved Bible Club Teacher
 - Must annually attend the start of the year Teacher Training Kick-Off (Sept), and the two Teacher Trainings during the year (Nov, Jan) and complete Child Protection Training. If you are unable to attend the Teacher Trainings, another Teacher or Teacher Assistant from that Bible Club may attend and pass on the information.
 - Ensure all child protection procedures are properly followed and obey the laws governing our relationship with the school, the State, and children.
- Teaching Responsibilities
 - **All items in the “Teaching Responsibilities” MUST be done by a MI Bible Club approved Teacher or Teacher Assistant (not a Helper). Any guest speaker or substitute teacher must be approved by MI Bible Clubs prior to speaking/teaching in the Bible Club**
 - Teach the 15 annual BCM lessons and memory verses, a Christmas lesson and Easter lesson at a minimum each year. The Bible Club should run from early October until the end of March.
 - Lead children in accepting Christ as their Savior as the children are moved by the Holy Spirit
- Communication Requirements
 - **Items in the “Communication Requirements” may be done by a Teacher, Teacher Assistant or Helper for the club as long as the Teacher ensures that it is completed.**
 - On-Going: Ensure all children are enrolled online and pass out MI Bible Club scholarship information, memory verse list, devotions and event information to children or parents
 - Monthly: Must send a brief communication to kbuffinga@bcmintl.org with a 4-8 sentence update per club, including any praise or prayer requests and weekly check-out sheets
 - Trimester: Turn in devotions and verse checks within 1 week of completing each of the trimesters (i.e., early December, mid-February, end of March)
 - End of Year: Turn in all Bible Club information by the end of March. This includes the attendance, devotions, verse checks and memory verses for each child.
- Various Club Activities
 - **Items in the “Various Club Activities” may be done by a Teacher, Teacher Assistant or Helper for the club.**
 - Lead the Bible Club in songs, verse memorization or other activities.
 - Weekly record keeping for each child (attendance, memory verses (2 helps))

Teacher Assistant

- Training Requirements
 - Submit a “Teacher Assistant” application and attend New Teacher Training to be an approved Bible Club Teacher Assistant
 - Must annually attend the start of the year Teacher Training (Aug/Sept) and complete Child Protection Training. May attend other Teacher Trainings as the individual finds useful
 - Ensure all child protection procedures are properly followed and obey the laws governing our relationship with the school, the State, and children.
- Teaching Responsibilities
 - **All items in this “Teaching Responsibilities” MUST be done by a MI Bible Club approved Teacher or Teacher Assistant (not a Helper). Any guest speaker or substitute teacher must be approved by MI Bible Clubs prior to speaking/teaching in the Bible Club**
 - May assist the Teacher or serve as a substitute for the Teacher in the teaching of weekly lessons as the Teacher and Teacher Assistant decide.
 - Lead children in accepting Christ as their Savior as the children are moved by the Holy Spirit.
- Various Club Activities
 - **All items in “Various Club Activities” may be completed by the Teacher, Teacher Assistant or Helper.**
 - Lead the Bible Club in songs, verse memorization or other activities to support the Teacher.
 - Weekly record keeping for each child (attendance, memory verses (2 helps))
 - Help with Bible Club communications as requested by the Teacher.

Non-Teaching Helper

- 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 to support the Teacher.
 - 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