



# firstChristian

NORFOLK NEBRASKA

Thank you for taking the initiative to start serving within the first**Christian** Church family. Every week, our volunteers show up and work together in their unique roles to create a welcoming environment for everyone who comes through our doors. first**Christian** is completely fueled by volunteers. We could not exist without their leadership, expertise and passion.

By sharing your gifts and talents, you can truly make a difference in the lives of those around you. We have many opportunities for you to get connected, build valuable relationships and impact others. Whatever your interests are, there is a place for you to serve at first**Christian**.

The first step to becoming a volunteer at first**Christian** is to complete the Volunteer Application found in the following pages. Soon after you've returned your application, you will be contacted by one of our ministry leaders who will then schedule a time to meet with you personally, if they haven't met with you already.

If you have any questions about the application process, please call the church office Monday through Friday at (402) 371-5734 or email [office@fcnorfolk.org](mailto:office@fcnorfolk.org).

We look forward to partnering with you in all that God has given us to do.

**Tim DeFor**  
Lead Minister

**Randall Coffin**  
Associate Minister

**Greg Springer**  
Worship Minister

**Taylor Hiatt**  
Connections Minister

**Marshal Hardy**  
Youth Minister

**Kristi Carmichael**  
Kids Minister

**Scott McCord**  
Technical Arts Minister

**Complete and return the firstChristian Volunteer Application to the church office. For more information, please call us at (402) 371-5734.**

# VOLUNTEER MINISTRY REQUIREMENTS

## GENERAL APPLICATION REQUIREMENTS

### Essentials of Ministry

- Support and promote the faith and beliefs taught by first**Christian**
- Support the elders, pastors and ministry leaders of first**Christian** Church
- Complete this application for Volunteer Ministry

### Commitment to Ministry

- I will participate in church services and activities on a regular basis.
- I will conduct myself in a manner that will bring glory to God and I will lead by example in and outside the church.
- I will be responsible, positive and dependable.
- I will prepare for my responsibilities and arrive 15-30 minutes before start time, depending on ministry needs.
- I will make all huddles, meetings, and trainings in my area of ministry a priority.
- I will commit to responding to volunteer schedule requests.
- I will give as much notice as possible if I will be absent and work to find a replacement, if possible.
- I will give a 30-day notice when resigning my volunteer role, if possible.
- I will balance priorities for family with ministry duties.

### Special Requirements for Youth, Kids, and Security

- Complete Criminal Background/Child Abuse Check
- Complete Interview with Ministry Leader

## AGREEMENT

I understand and agree to the above requirements.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# MINISTRY OPPORTUNITIES

## SUNDAY MORNING SERVICES

**Coffee Bar:** Make and serve coffee to people during Sunday morning services. Provide people with a warm drink and smile as they go to worship.

**Communion Preparation:** Prepare communion for all services one Sunday of the year.

**Connection Center:** Serve at the Connection Center welcoming everyone and providing information on upcoming events and new ways to get connected at firstChristian. Help newcomers and members find new and exciting areas of involvement within the church community.

**Greeter:** Greet people as they enter the building and hand them a bulletin when they walk into service. A goal at firstChristian is to give everyone a warm welcome when they step inside our building. You are one of the first impressions of the church!

**Lead Usher:** Gather a team of fellow ushers to help people find their seats and serve offering and communion.

**Lighting Technician:** Use our lighting control system to control the lighting during our services.

**Lyric/Media Technician:** Operate our computer displaying videos, lyrics and sermon notes during our services.

**New Here Center:** Serve at the New Here Center welcoming guests and people seeking more information about firstChristian. Help those that are new here get connected within the church community.

**Praise Team:** Lead the worship during our Sunday services, either vocally or instrumentally.

**Sound Technician:** Operate and create the sound mix for various events including our Sunday services.

**Transportation:** Bring adults in need of transportation to church with the van, as well as, scheduling regular maintenance of the van.

**Video Recording Producer:** Operate our video mixing equipment creating the live video feed used throughout our building and online.

## ADULT MINISTRIES

**Care Team:** Compassionately reach out during a hospitalization, extended illness or hospice care by visiting and praying with those in need.

**Missions:** Be part of a team that connects our church to mission work here, near, and around the world.

**Men's Ministry:** Help men build relationship with God and one another through Bible studies, small group activities, service projects and fellowship opportunities.

**Nursing Home:** Conduct church services for the Golden Living Nursing home on Sunday morning and Heritage of Bel Air Nursing home on Wednesday afternoon.

**Senior's Ministry:** Help senior adults build relationship with God and one another through Bible studies, small group activities, service projects and fellowship opportunities.

**Small Group Leader:** Lead Sermon-Based Discussions within a first**Christian** Small Group of 8-12 people on a weekly or bi-weekly basis. This position comes with training ahead of time, coaching as you lead the group and pre-made lessons.

**Fellowship Team:** Organize the kitchen and serving of food for important church-wide events throughout the year.

**Funeral Team:** Support a grieving family through serving a meal in conjunction with funeral services.

**Women's Ministry:** Help women build relationship with God and one another through Bible studies, small group activities, service projects and fellowship opportunities.

## YOUTH AND KIDS MINISTRIES

**Check-In Assistants:** Greet and assist new families and students with the check-in process.

**Curriculum Prep:** Organize weekly activity and lesson supplies for classrooms and small groups.

**Group Assistant:** Provide assistance to small group leaders and room leaders.

**Ministry Support:** Help with behind the scenes prep: copy, cut, punch, count, mail, organize, etc.

**Nursery Worker:** Care for children birth to 2 years old.

**Praise Team:** Lead high energy worship during our Sunday services and youth events, either vocally or instrumentally.

**Small Group Leader:** Lead a group of 8-12 kids or students through lesson-based activities/discussion and serve as the primary role model for the same group of kids each week.

**Snacks Coordinator:** Coordinate ministry snacks, shop for snack supplies, and recruit individuals to make snacks.

**Stage Design:** Decorate the large group spaces to coordinate with the monthly themes.

**Storyteller:** Teach the large group bible story in fun and creative ways.

**Toy Cleaner:** Clean and sanitize toys in infant and toddler rooms each week.

## ADMINISTRATION AND SUPPORT

**Building and Grounds:** Improve and maintain the building and grounds through projects, maintenance and cleaning.

**Love Fund:** Administer requests to help individuals through financial difficulties.

**Office Support:** Support the office by helping with regular office duties (e.g., answering phones, filing, entering data, preparing mailings), completing special projects or substituting for the regular office administrator as needed.

**Security Team:** Maintain a safe and secure environment for the ministries of first**Christian**.



# VOLUNTEER MINISTRY APPLICATION

Thank you for taking the initiative to start serving within the firstChristian Church family. By sharing your gifts and talents, you can truly make a difference in the lives of those around you. We have many opportunities for you to get connected, build valuable relationships and impact others. Please complete the following information so we can get to know you better and find the best way to plug you in to a ministry area. The information you share will be confidential and only given to appropriate leadership staff. Your answers will not necessarily disqualify you from service and are not necessarily requirements to volunteer. Soon after you've returned your application, you will be contacted by one of our ministry leaders who will then schedule a time to meet with you personally, if they haven't met with you already. **Please type or print neatly.**

## PERSONAL INFORMATION

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

Other Names Used (aka or maiden name) \_\_\_\_\_

Date of Birth \_\_\_\_\_  Male  Female E-Mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  Okay to text

Marital Status  Single  Married  Separated  Divorced  Widowed

Spouse Name (if applicable) \_\_\_\_\_ Spouse Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

## EDUCATION AND EMPLOYMENT

College \_\_\_\_\_ Year Graduated \_\_\_\_\_ Degree \_\_\_\_\_

Degree Major \_\_\_\_\_ Degree Minor \_\_\_\_\_

Other Education/Certification \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_  Do not call at work

## CHURCH BACKGROUND

How long have you attended firstChristian? \_\_\_\_\_ Have you attended a "First Look" or "Next Step" Class?

How often do you attend? \_\_\_\_\_  Yes  No

I am involved with firstChristian as a:  Member  Would like to become a member  Attender

Please list previous churches you have attended regularly:

Church Name and Address	Years Attended
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

## FAITH AND BELIEFS

The statements below describe beliefs taught by first**Christian**. This is not a complete statement of faith, but represents first**Christian**'s Biblical understanding of some important doctrines. Please read through them and check a box below.

- God is the creator, ruler, sustainer and redeemer of the universe.
- God has always existed in three persons: The Father, Son and Holy Spirit.
- Jesus is God's Son, died on the cross as our payment for sin and rose from the dead.
- The Holy Spirit provides the Christ-follower with power for living God's way, understanding of spiritual truth and guidance in doing what is right.
- The Bible is the true Word of God.
- We, as people, are made in the image of God and are to grow to be like Him in character.
- One accepts God's free gift of salvation in order to receive eternal life and a relationship with God.
- Repentance and baptism by immersion are modeled in the Bible as faith responses to believing in Jesus and to accepting Him as Lord and Savior.
- Followers of Jesus are called to build the church through service and change the world for good through love.

I agree to support and promote these faith statements.

I would like to discuss these further with a minister.

## CHRISTIAN AND MINISTRY EXPERIENCE

Yes     No    Have you received Jesus Christ as your personal Lord and Savior?

Yes     No    If no, are you still considering this?

Yes     No    Have you been baptized (fully immersed)?

Yes     No    If you have not been baptized, would you like to be?

Yes     No    Are you involved in a Small Group at first**Christian**?

If yes, who is your small group leader? \_\_\_\_\_

Yes     No    Have you ever been involved in volunteer service in a church or otherwise? (e.g., community service organization, mentor, coach, etc.)

If yes, please describe your involvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Yes     No    Have you ever taken a spiritual gifts assessment?

If yes, please list your top spiritual gifts: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any other talents, training, education or other experiences that you would like to use as you volunteer.

\_\_\_\_\_

## AREAS OF INTEREST

Please check which areas of service you are interested in. Check any that apply.

### Sunday Morning Services

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Coffee Bar   | <input type="checkbox"/> Communion Prep      | <input type="checkbox"/> Connection Center        | <input type="checkbox"/> Greeter         |
| <input type="checkbox"/> Lead Usher   | <input type="checkbox"/> Lighting Technician | <input type="checkbox"/> Lyric/Media Technician   | <input type="checkbox"/> New Here Center |
| <input type="checkbox"/> Praise Team Vocalist – Please circle one ( S A T B ) | <input type="checkbox"/> Sound Technician    | <input type="checkbox"/> Transportation           |  |
| <input type="checkbox"/> Praise Team Instrumentalist – Instrument: _____      |  | <input type="checkbox"/> Video Recording Producer |  |

### Adult Ministries

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Care Team        | <input type="checkbox"/> Fellowship Team | <input type="checkbox"/> Funeral Team      | <input type="checkbox"/> Men's Ministry     |
| <input type="checkbox"/> Missions         | <input type="checkbox"/> Nursing Home    | <input type="checkbox"/> Senior's Ministry | <input type="checkbox"/> Small Group Leader |
| <input type="checkbox"/> Women's Ministry |  |  |   |

### Youth and Kids Ministries

- |   |  |   |   |  |                                  |                                  |
|---|--|---|---|--|----------------------------------|----------------------------------|
|   | <input type="checkbox"/> Babies          | <input type="checkbox"/> Preschool          | <input type="checkbox"/> Elementary         | <input type="checkbox"/> Middle School | <input type="checkbox"/> Jr High | <input type="checkbox"/> Sr High |
| <input type="checkbox"/> Check-In Assistant | <input type="checkbox"/> Curriculum Prep | <input type="checkbox"/> Group Assistant    | <input type="checkbox"/> Ministry Support   |  |                                  |                                  |
| <input type="checkbox"/> Nursery Worker     | <input type="checkbox"/> Praise Team     | <input type="checkbox"/> Small Group Leader | <input type="checkbox"/> Snacks Coordinator |  |                                  |                                  |
| <input type="checkbox"/> Stage Design       | <input type="checkbox"/> Storyteller     | <input type="checkbox"/> Toy Cleaner        |   |  |                                  |                                  |

### Administration and Support

- |   |                                    |   |  |
|---|------------------------------------|---|--|
| <input type="checkbox"/> Building and Grounds | <input type="checkbox"/> Love Fund | <input type="checkbox"/> Office Support | <input type="checkbox"/> Security Team |
|---|------------------------------------|---|--|

## AVAILABILITY

Yes       No      Are you willing to serve in one of the above areas for at least one year?

Yes       No      Do you have any limitations or conditions (i.e. physical, emotional, availability) preventing you from performing certain types of activities relating to Volunteer Ministries?

If yes, please explain?  
\_\_\_\_\_

## BACKGROUND INFORMATION

Please answer the following questions honestly. Your answers will not necessarily disqualify you from service and are not necessarily requirements to volunteer. Any specific concerns can be discussed privately with a ministry staff.

I'd rather discuss the following questions privately with a ministry staff.

Yes       No      Are you currently using illegal drugs?

Yes       No      Have you ever committed, been arrested for and/or convicted of a crime?

Yes       No      Other than above, is there any fact or circumstance that would call into question your suitability to be entrusted with the supervision, guidance or care of a minor?

Please provide details for any "yes" answer above:  
\_\_\_\_\_

## PERSONAL REFERENCES

(No relatives please. It is important to include one former pastor or ministry leader and one person who has worked with you in the area of ministry you are interested in volunteering for. You must provide a current e-mail address and phone for each reference. Please let your references know we will be contacting them.)

### Pastor/Ministry Leader

Church Name/City \_\_\_\_\_

Name \_\_\_\_\_

How does he/she know you? \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Personal Reference

Name \_\_\_\_\_

How does he/she know you? \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Reference of someone who has worked with you in the area of ministry that you are applying to volunteer for

Name \_\_\_\_\_

How does he/she know you? \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

## APPLICANT'S STATEMENT

By signing below, I acknowledge that the information I have provided is true and accurate to the best of my knowledge. I authorize any references listed in this application to give first**Christian** any information they may have regarding my character and fit for Volunteer Ministry. I hereby release any person or organization that provides information from liability for any damage that may result from furnishing such evaluation to first**Christian**, and I waive any right that I have to inspect written references provided on my behalf. I understand that only the associated ministry staff will have access to the information I have provided.

Should my application be accepted, I agree to follow the volunteer ministry guidelines.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you are applying to serve in **Youth and Kids Ministry** or be a part of the **Security Team**, you must complete the next two pages. All other applicants may stop here.





# REQUEST FOR BACKGROUND CHECK

Every applicant desiring to serve in **Youth and Children Ministry** or be a part of the **Security Team** must complete this section, regardless of criminal record. Please provide the following information required to procure background information.

## PERSONAL INFORMATION

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

Other Names Used (aka or maiden name) \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
*(Required for background check)*

Driver's License Number \_\_\_\_\_ State of Issuance \_\_\_\_\_

*(Please provide a photo copy of your driver's license. A copy may be made at the church office.)*

Current Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Previous City and State of residence in the last 10 Years \_\_\_\_\_

## AUTHORIZATION FOR RELEASE

In connection with my application for volunteer service with first**Christian** Church, I authorize first**Christian** Church through its independent contractor to procure background information about me. I understand first**Christian** Church may conduct inquiries into my background that may include criminal records, my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records, state sex offender records, adult and child protective services central registry checks, personal references, and other public record reports pertaining to me. I understand that first**Christian** Church does not procure nor disclose information regarding personal credit history. I understand that the scope of this authorization allows first**Christian** Church to procure this background information now and throughout the course of my volunteer time with first**Christian** Church. As a result, I have carefully considered whether to exercise my right to request and authorize disclosure of this nature.

**I authorize without reservation, any person, agency, or other entity contacted by firstChristian Church, their agent, or independent contractor, for purposes of obtaining background report information, to furnish the above mentioned information.**

I understand that I have the right, upon written request made within a reasonable time after this authorization, to request disclosure of the nature and scope of any background report. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

I release first**Christian** Church, its independent contractor, the Division of Children and Family Services, law enforcement agencies, and entities providing information or reports about me from any and all liability resulting from such disclosure.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date