

## Children's Ministry Job Descriptions:

**\*ALL CHILDREN'S MINISTRY VOLUNTEERS MUST ATTEND A SAFE SANCTUARY TRAINING, BE AWARE OF EMERGENCY PROCEDURES, AND HAVE BACKGROUND CHECKS IF OVER 18.**

### **Befriend:**

Out reach Coordinator:

- Investigates possible outreach opportunities for Village Chapel to reach children and families.
- Reviews curriculum to be used for outreach events such as VBS, ASK.
- Works with individual event coordinators and assists them in organizing their event, recruiting volunteers, training, advertising, and budgeting.

Outreach Event Director: (VBS, ASK, Saturday In the Park, Treat Stop, Easter Event, Night In Bethlehem)

- Recruits volunteers to work on teams
- Outlines volunteer duties for individual team members
- Holds training as needed for team leaders
- Works with Children's Ministry Coordinator on budget for Event.
- Helps team leaders stay within budget.
- Schedules event times.
- Recruits volunteers as needed for advertising, registration, crafts, snacks, lesson, music, games, donations, decorating, follow-up, and nursery.

Hall Monitor:

- Greets regular attenders and visitors.
- Assists visitors in finding classrooms and the nursery.
- Directs first time visitors to the children's registration area to fill out child registration form.
- Consistently walks the halls around the Children's classes to be available for any needs of the teachers, supervisor, nursery lead, or junior church worker.
- Collects the Sunday School envelopes at approximately 10:40 from all Sunday School classes and places them in Sunday School box.
- Escorts children to the restroom. (Does not go into the restroom with a child)
- Ensures children are in the classes or worship they should be in and not roaming the halls.
- Periodically checks the bathrooms to ensure no children are loitering.
- Uses paging system to page a parent as needed for the Nursery Lead or Junior Church worker.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

## **Belong:**

### Name Tag Manager:

- Creates nametags for children whose families have attended at least 4 times.
- Works with Teresa Spencer to assign child a number that includes the family number. (ie first child is 12A, second child 12B)
- Reviews information on child information sheet.
- Includes any special needs on child's nametag such as allergies, asthma, diabetes. Reviews this information with the Registration Manager to be included on registration sheets.

### Registration Manager:

- Updates sign-in sheets for Sunday School classes, Junior Church Worship, Preschool Junior Church, and Nursery.
- Reviews registration sheets completed by visitors, enters the information into the data base, and files the hard copy.
- Works with the Name Tag Manager to keep new regular attendees current

### Nursery Coordinator:

- Assists in training of nursery shepherds.
- Recruits nursery shepherds and lead nursery shepherds.
- Works with Children's Ministry Coordinator on special scheduling concerns
- Recruits special shepherds as needed for children with special needs or concerns.
- Reviews and rotates toys regularly. Discards any broken toys and replaces batteries in any toys that need them.
- Makes suggestions to Children's Ministry Coordinator of any items needed in the nursery.

### Nursery Shepherd Lead:

- Arrives 15 minutes before scheduled time.
- Greets families as they come to registration desk.
- Assists new families in filling out registration form.
- Signs in regular attendees on sign-in sheet including all information needed, gives them their name tag, and makes sure their number is included on the registration sheet.
- Makes temporary name tag for visitors including names of parent/guardian who are permitted to pick child up. Gives parent copy with child's temporary number.
- Explains paging system to new families.
- Apply sticker name tag to back of infants and attach plastic nametag to diaper bag.
- Assist parents/guardians in picking up their child verifying only a person indicated on the nametag or registration form is picking up child.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Nursery Shepherd:

- Arrives 15 minutes before scheduled time.
- Greets children as they come into the nursery.
- Change diapers as needed following proper procedures.
- Play with children and oversee safe play between them.
- Feed babies as needed per parents instructions.
- Notify parents as they pick up children of feedings, soiled diapers, or any behavior problems.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Children's Christmas Program Director:

- Reviews Christmas Music Programs and chooses one that is bible based.
- Recruits children to participate.
- Recruits adult volunteers to help with music, drama, costumes, sets, programs, and shepherding
- Schedules practices.
- Copies and provides scripts for all speaking parts.
- Provides practice CD's and lyrics for all singing parts.

#### Decorating Coordinator:

- Creates a welcoming environment in classrooms according to age group.
- Works with event directors on recruiting volunteers to help with sets for VBS, Children's Christmas Program, etc.
- Works with Children's Ministry Coordinator to keep bulletin boards updated and decorated.
- Works with teachers to decorate Sunday School rooms for major holidays.

#### Children's Service Coordinator:

- Suggests service ideas for Sunday School classes, CIA, ASK, VBS, etc.
- Works with mission areas such as Kairos, Food Pantry to find ways our children can work to help provide a need.
- Maintains inventory of regularly used items such as banners, placemats, etc.

## **Believe:**

#### Sunday School Team Member:

- Reviews curriculum for possible use in Sunday School
- Randomly observes classes and current curriculum used.
- Creates bible based goals for each age group.
- Reviews classroom concerns and ways to improve.
- Recruits Sunday School Teachers

#### Sunday School Teacher:

- Prepares lesson for each Sunday
- Arrives at least 10 minutes before class
- Adds bible based teachings to curriculum to achieve goals set by Sunday School Team
- Involves teaching assistant in class
- asks for children's prayer requests and logs them in class prayer journal
- reviews past prayer requests and logs answers to prayer for the children to praise God for.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Sunday School Teaching Assistant:

- Arrives at least 10 minutes before class
- Signs children in to class and gives them name tag.
- Directs first time visitors to the registration desk to fill out proper paperwork.
- Notes on sign-in sheet any visitors who have become regular attendees (4 or more times)
- Assists teacher as needed
- Helps to maintain discipline in class.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Junior Church Team Member:

- Reviews curriculum for possible use in Junior Church
- Randomly observes classes and current curriculum used.
- Recruits volunteers for all areas of Junior Church
- Reviews worship and classroom concerns and ways to improve them.

#### Elementary Junior Church Teacher:

- Arrives 10 minutes before worship
- Helps check in children to junior church and make sure they have their name tag.
- Prepares a lesson for class that reinforces the message being delivered during children's worship.
- Picks up their lesson the week before they are scheduled at the Children's Ministry Registration Desk
- Assists parents in picking up their children and collecting the name tags.
- Works with Worship Leader, Teaching Assistant, and Hall Monitors to maintain discipline in class and worship.
- Assists parents in picking up their children and checking them out.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Elementary Junior Church Teaching Assistant:

- Arrives 10 minutes before worship

- Welcomes children and assists visitors with temporary name tags and makes sure they have filled out a registration form.
- Assists teacher with lesson, crafts, and games in class.
- Works with Worship Leader, Teacher, and Hall Monitors to maintain discipline in worship and class.
- Assists parents in picking up their children and checking them out.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Junior Church Worship Leader:

- Arrives 10 minutes before worship.
- Welcomes children to Junior Church.
- Leads the children in opening prayer.
- Reviews rules with children as needed.
- Helps song leaders to lead songs.
- Reviews the daily bible point and bible verse with children.
- Designates a child to take the offering.
- Asks children for prayer requests and leads children in prayer
- Introduces the Message Leader
- Dismisses children to classes.
- Counts the offering and children and puts it on the envelope and turns it in to the ushers with the worship offering.
- Works with Teachers, Assistant Teachers, and Hall Monitors to maintain discipline in worship.
- Welcomes the children back to closing worship.
- Reviews the daily bible point and bible verse with children.
- Helps teachers to dismiss children as parents arrive.
- Puts away name tags, turns off lights, and makes sure computers, projectors, and sound board are turned off.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Junior Church Message Leader:

- Prepares message based upon weekly bible point, bible story, and bible verse.
- Leads the children in an interactive biblically based message.
- Leads the children in prayer following the message.
- Works with Teachers, Assistant Teachers, and Worship leader to maintain discipline in the chapel.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Pre-school Junior Church Song Leader:

- Arrives 10 minutes before worship.
- Leads the children in songs.

- Teaches motions to the children for new songs.
- Works with the Children's Ministry Coordinator on learning songs.
- Participates and encourages the children to participate in singing songs and doing the motions.
- Helps maintain discipline by setting a good example for children.
- Goes to adult worship service or helps Junior Church teacher and returns to chapel to lead songs at indicated time for Junior Church closing.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

Preschool Junior Church Teacher:

- Arrives 10 minutes before preschool junior church
- Prepares a lesson for class based upon the lesson in the curriculum.
- Picks up their lesson the week before they are scheduled at the Children's Ministry Registration Desk
- Plans activities that reinforce the lesson such as games, crafts, puppet show, etc.
- Works with Preschool Junior Church teaching assistant in maintaining discipline in classroom.
- Leads class in lesson and other activities.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

Preschool Junior Church Teaching Assistant:

- Arrives 10 minutes before preschool junior church.
- Assists Nursery Lead in checking in children and making sure they have their name tag.
- Assists teacher with story, lesson, and other activities.
- Collects offering, counts the children, fills out the envelope, and gives it to the Supervisor.
- Assists teacher in maintaining discipline in class.
- Assists parents with picking up their children, collecting their name tags, and checking them out.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

Power Point Operator:

- Arrives 10 minutes before Junior Church worship service.
- Pulls up the Easy Worship Junior Church and prepares for children to arrive.
- Operates easy worship (power point) for opening and closing of Junior Church.
- Helps maintain discipline by setting a good example for children.
- Goes to adult worship after Junior Church opening and returns to chapel to run Easy Worship (power point) at indicated time for Junior Church closing.
- Shuts down computer, puts up screens, and turns off projectors
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Sound Board Operators:

- Arrives 10 minutes before Junior Church worship service.
- Verifies with power point operator what songs will be played for worship service.
- Operates sound board for opening and closing of Junior Church
- Helps maintain discipline by setting a good example for children.
- Goes to adult worship after Junior church opening and returns to chapel to run sound board at indicated time for Junior Church closing.
- Shuts down sound board and closes up desk.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### CIA Coordinator:

- Works with Children's Ministry Coordinator in finding curriculum or lessons to be used during CIA.
- Creates a quarterly or half schedule for CIA.
- Recruits adults to lead CIA each week.
- Works with food coordinator to make sure there is food provided for each CIA.
- Assists weekly CIA leader in finding lesson, games, or activities.
- Works with Children's Ministry Coordinator to plan field trips and mission/service projects.

#### CIA Food Coordinator:

- Creates a schedule for meals for CIA.
- Recruits parents or other adults to bring dinner for each CIA.
- Maintains plates, napkins, plastic ware, and cups for CIA meals.

#### CIA Leaders:

- Decides with CIA coordinator what lesson material is to be used.
- Prepares games or other activities to go along with lesson.
- Leads the kids in prayer, lesson, and other activities.
- Involves the kids in all parts of CIA. Encourages participation and maintains discipline

## **Become:**

#### Safe Sanctuary Coordinator:

- Works with Children's Ministry Coordinator and Youth Ministries Coordinator to create a safe environment for all children at Village Chapel.
- Reviews and updates the safe sanctuary policies and procedures, pamphlet, and training.
- Maintains a list of all safe sanctuary trained individuals.
- Ensures all people working with children have been through training and have had a background check if they are over 18.

- Updates the volunteer application and Participation Covenant Statement.
- Works with Children's Ministry Coordinator to maintain secure files for Safe Sanctuary trained individuals.
- Works with training coordinator to schedule and hold Safe Sanctuary Trainings.
- Works with Business Manager to schedule fingerprinting for all adults who go through Safe Sanctuary training.

#### Sunday Morning Supervisor:

- Arrives 10 minutes before first service on Sunday.
- Pulls out name tags and sign in sheets and distributes them to proper locations.
- Ensures all volunteers have reported in to their assigned location throughout the morning.
- Assists Nursery Lead, Hall Monitors, and teachers in greeting new visitors and assisting them in finding where they need to go and what paperwork they need to fill out.
- Periodically checks the halls to assure there are no needs in any of the Children's Ministry areas.
- Distributes the Sunday School envelopes to all classes.
- Makes sure all nametags, child information, and sign in sheets are secure and put away before closing up.
- Recruits a suitable replacement volunteer for occasions when they will not be present.

#### Website Coordinator:

- Updates the website with upcoming activities, new schedule, and recent changes.
- Checks website weekly and maintains current information.
- Works with Vacation Bible School Coordinator to maintain VBS website.
- Creates slides for hall TVs to advertise for Children's Ministry.

#### Training Coordinator:

- Organizes training events for all areas of Children's Ministry.
- Works with Sunday School Team Members, Junior Church Team Members, VBS Coordinator, and Nursery Coordinator to create annual trainings and appreciation events.
- Works with Children's Ministry Coordinator to investigate training materials to be used.
- Creates take home training items for teachers.
- Ensures all training events begin in prayer and are Christ centered events.

#### Scheduling Coordinator:

- Works with all Sunday morning volunteers to create a schedule that covers all needs.
- Ensures no volunteer is overscheduled.
- Takes all special requests into consideration when making or adjusting the schedule.
- Recruits substitute volunteers to be available.
- Works with safe sanctuary coordinator to ensure all scheduled volunteers are safe sanctuary trained.
- Distributes schedules in a timely manner to all volunteers.