

# 6 List of Job Descriptions



# List of Job Descriptions



Director of Children's Ministry  
 After-School Coordinator  
 After-School Helper  
 Assistant Director of Children's Ministry  
 AV Team Leader  
 AV Team Helper  
 Bulletin Board Coordinator  
 Children's Church Coordinator  
 Children's Church Worship Leader  
 Children's Church Helper  
 Children's Large Group Coordinator  
 Children's Large Group Breakout Leader  
 Children's Large Group Breakout Helper  
 Children's Midweek Ministry Coordinator  
 Children's Midweek Assistant Coordinator  
 Children's Midweek Leader  
 Children's Midweek Helper  
 Children's Ministry Secretary

Children's Music Coordinator  
 Children's Music Helper  
 Children's Small Group (Sunday School)  
 Coordinator  
 Children's Small Group Assistant  
 Coordinator  
 Children's Small Group Leader  
 Children's Small Group Helper  
 Children's Transportation Leader  
 Children's Transportation Helper  
 Christmas Program Leader  
 Nursery Coordinator  
 Nursery Worker  
 Special Events Coordinator  
 Special Events Assistant  
 Student Helpers (Jr. & Sr. High)  
 Supply Director  
 VBS Coordinator  
 VBS Assistant Coordinator  
 VBS Group Leader  
 VBS Team Helper  
 Welcome Center Team Leader  
 Welcome Center Helper

## DIRECTOR OF CHILDREN'S MINISTRY

The children's ministry director is responsible to oversee the church's entire children's ministry to ensure a smoothly operating, safe and effective program. The director will recruit and train leaders who will touch children's lives with God's love, teach them God's Word and provide fellowship with God's people-laying a foundation that will keep children interested in the things of God and involved in church.

**Accountable to:** Pastor

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, maturing Christian

**Spiritual Gifts:** Administration-Evangelism-Pastor/shepherd

**Talents and Abilities Desired:** Good organizational skills-Ability to motivate people-  
Good communicator

### Anticipated Time Commitments

Doing ministry/preparing for ministry: 15 hours a week

Participating in meetings/training: two hours a week

### Responsibilities/Duties

1. Cast the vision for children's ministry and keep it in front of the people.
2. Work with the pastoral staff to coordinate all church programs and functions in concert with the church's overall mission, vision, and purpose statement.
3. Represent the interests of the children in the church's care at all decision making meetings and sessions.
4. Participate in training opportunities and continuing education.
5. Oversee and coordinate all aspects of the children's ministry.
6. Organize training and planning sessions for children's leaders/workers.
7. Implement and maintain the church's child protection policy (see Keys, page 37).
8. Provide leadership and serve as shepherd to the children's ministry leadership team.
9. Approve all children's ministries programs, curricula, and activities.
10. Develop, submit, and monitor the children's ministry budget.
11. Serve as pastor to the children in your care – praying, visiting, counseling, discipling.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## AFTER-SCHOOL COORDINATOR

Provide general oversight and leadership to the children's after school ministry. Set ministry goals, work at reaching the children's ministry vision, and strive to help each child build a solid foundation for a life of spiritual formation.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Administration, Leadership, Teaching and Discernment

**Talents and Abilities:** Ability to communicate well with children, lead adults, organizational skills, flexibility, and compassion.

### Anticipated Time Commitment:

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/trainings: two hours a month

### Responsibilities/Duties

1. Participate in training opportunities as presented.
2. Research and explore new trends and developments in after-school programs.
3. Work with appropriate church staff or volunteers in the coordination of the after-school program with other ministry programs in the church.
4. Work closely with Children's Ministry director in setting ministry goals, budget needs, volunteer issues, space concerns and curriculum.
5. Recruit, train, and coordinate volunteers who participate in the after school program.
6. Provide leadership specifically to the after-school team.
7. Serve on the children's ministry leadership team.
8. Pray regularly for children and workers.
9. Work with children's ministry director to coordinate the after-school program with church's overall children's ministry.
10. Evaluate yearly the after-school program for effectiveness in meeting ministry goals.
11. Maintain church's child protection policy within the after-school program.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## AFTER-SCHOOL HELPER

Provide assistance to the after-school coordinator as needed.

**Accountable to:** Children's After-school Coordinator

**Position May Be Filled By:** Regular Church attendee – minimum six month attendance

**Maturity level:** Growing Christian

**Spiritual Gifts:** Service and helps

**Talents and Abilities:** Communicate well with children, able to follow someone else's lead but take lead when necessary

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours weekly

Participating in meetings/trainings: one hour a quarter

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training opportunities.
2. Be familiar with program, schedule and lessons for each session.
3. Assist leader with preparing materials prior to session.
4. Pray for students.
5. Help children during session, encourage participation, and maintain discipline.
6. Provide a good spiritual example and influence to students.
7. Be available to assist leader as needed.
8. Support and uphold the church's child protection policy.
9. Be ready to discuss spiritual matters and offer plan of salvation to students when inquired.
10. Welcome students and parents, making them feel comfortable and safe.
11. Maintain and uphold church's child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## ASSISTANT DIRECTOR OF CHILDREN'S MINISTRY

The children's ministry assistant is responsible to help the director of children's ministry in overseeing the entire children's ministry to ensure a smoothly operating, safe and effective program. The assistant will be trained to help recruit and train leaders who will touch children's lives with God's love, teach them God's Word and provide fellowship with God's people-laying a foundation that will keep children interested in the things of God and involved in church.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, maturing Christian

**Spiritual Gifts:** Administration-Evangelism-Pastor/shepherd

**Talents and Abilities Desired:** Good organizational skills-Ability to motivate people-  
Good communicator

### Anticipated Time Commitments

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/training: two hours a month

### Responsibilities/Duties

1. Participate in training opportunities as offered along with the director of CM.
2. Be willing to assist the director of CM in overseeing and coordinating all aspects of the children's ministry.
3. Fulfill the specific duties delegated by the director of children's ministries.
4. Support the children's ministry director and the vision of children's ministry through actions, words, and attitudes.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## AV TEAM LEADER

Will oversee all needs related to the AV equipment that is needed for the Children's Ministry.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Stable, Mature Christian

**Spiritual Gifts:** Serving

**Talents and Abilities Desired:** Experience in operating audio visual and electronic equipment

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/training: one hour a week

**Responsibilities/Duties**

1. Provide general oversight to audio visual and electronic needs of children's ministry.
2. Work closely with children's ministry director and children's leadership team.
3. Recruit, train and maintain schedule of an audio visual team of volunteers for all children's ministry programming requiring AV.
4. Maintain equipment and arrange for repairs as necessary.
5. Assist children's ministry director in developing and maintaining budget as it relates to AV needs.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_



## AV TEAM HELPER

Assist AV Team Leader with AV needs as related to children's ministry and provide hands-on technical support during children's ministry programs.

**Accountable to:** AV Team Leader

**Position May Be Filled By:** Regular Church attendee – minimum six months

**Maturity Level:** New, growing Christian

**Spiritual Gifts:** Serving

**Talents and Abilities Desired:** Experience in operating audio visual equipment

### **Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: one hour monthly

### **Responsibilities/Duties**

1. Operate AV equipment for each service or event needed as asked by the AVTeam Leader.
2. Arrive prior to service or event, double check and set up equipment as needed.
3. Following each service return AV equipment to its proper storage area.
4. Maintain equipment during your supervision and report any service needs immediately to the AV Team Leader.

### **AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## BULLETIN BOARD COORDINATOR

Maintain and update hall bulletin board in coordination with children's ministry theme and events.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Regular Church Attendee – six month minimum

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Serving

**Talents and Abilities:** Artistic, good eye for color and graphics, enjoys creating images and communicating visually

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/trainings: one hour a quarter

**Responsibilities/Duties**

1. Participate in training opportunities as presented.
2. Research and explore new trends and developments in classroom decorations.
3. Work with children's ministry director and other appropriate church staff or volunteers in the coordination of the bulletin board ministry program with other ministry programs in the church.
4. Work closely with Children's Ministry director in setting ministry goals, budget needs, volunteer issues, space concerns and curriculum.
5. Recruit, train, and coordinate volunteers.
6. Provide leadership specifically to the bulletin board team.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S CHURCH COORDINATOR

Gives oversight to the entire children's church program. Provides oversight to volunteers, programming, ministry goals, and the children's spiritual development as it relates to the children's church program.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Leadership, Shepherd

**Talents and Abilities:** Enthusiastic, leadership and organizational skills, motivator and spiritual leader

### Anticipated Time Commitment:

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/trainings: two hours a month

### Responsibilities/Duties

1. Participate in training opportunities as presented.
2. Work with appropriate church staff or volunteers in the coordination of children's church program with other ministry programs in the church.
3. Plan weekly children's church program –including content, workers, and format.
4. Recruit, train, and coordinate volunteers who participate in the children's church program.
5. Provide leadership and serve as shepherd to the children's church team.
6. Serve on the children's ministry leadership team.
7. Pray regularly for children and workers.
8. Work with children's ministry director to coordinate children's church with church's overall children's ministry.
9. Research and recommend children's church curriculum and resources.
10. Develop children's church weekly format, making sure the ministry goals are being met.
11. Submit budgetary recommendations to children's ministry director.
12. Evaluate yearly the children's church program for effectiveness in meeting ministry goals.
13. Maintain church's child protection policy within the children's church program.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S CHURCH WORSHIP LEADER

The worship leader will develop a worship environment that is child friendly, God centered, and Christ honoring. They will work to create the atmosphere and opportunity where different worship elements are modeled and practiced.

**Accountable to:** Children's Church Coordinator

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Stable, growing Christian who enjoys and understands worship

**Spiritual Gifts:** Encouragement/Exhortation, service and helps

**Talent and Abilities Desired:** Enthusiastic, High-energy, comfortable upfront, able to improvise and be spontaneous, some musical ability, understanding of worship elements.

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/training: one hour a month

**Responsibilities/Duties**

1. Plan meaningful, interactive worship service in conjunction with the children's church director.
2. Lead the children's church worship service which may include elements of music, prayer, scripture reading, praise and offering.
3. Participate in training opportunities as presented.
4. Discover new trends in children's worship music and incorporate them into the program.
5. Maintain a worship resource library containing all music, skits, and ideas for leading children in prayer, scripture memory and offering.
6. Work along side of drama director to incorporate skits and drama into worship service and special productions.
7. Make sure platform area is properly arranged for the service and for any special productions.
8. Work along side AV team leader to make sure all equipment is ready for each service.
9. Yearly evaluate the children's worship service for relevance, impact, and meeting the ministry goals.
10. Maintain and uphold church's child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

## CHILDREN'S CHURCH HELPER

Provide assistance to the children's church leader during children's church.

**Accountable to:** Children's Church Leader

**Position May Be Filled By:** Regular Church attendee – minimum six months

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Serving-Exhortation, Hospitality, Helps and Mercy

**Talents and Abilities Desired:** Comfortable around children – able to provide love, security, stability, and consistency

### Anticipated Time Commitments:

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: once a quarter

### Responsibilities/Duties

1. Participate in training opportunities as presented.
2. Help keep order in the children's church service:
  - Greet children and parents, making them feel comfortable and welcome.
  - Oversee children during the program.
  - Interact with children, encourage participation and discreetly administer discipline as needed.
  - Assist children's church leader as needed throughout program.
  - Help dismiss children in orderly fashion.
3. Maintain and uphold church child protection policy.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S LARGE GROUP COORDINATOR

Provide general oversight and leadership to the children's large group ministry. Set ministry goals, work at reaching the children's ministry vision, and strive to help each child build a solid foundation for a life of spiritual formation.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Teaching, Administration, Leadership and Discernment

**Talents and Abilities Desired:** Ability to communicate well with children and adults -  
Organizational and research skills. Ability to motivate people

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/training: two hours a month

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training as presented.
2. Research and recommend large group curriculum and resources to enhance ministry.
4. Work closely with Children's Ministry director in setting ministry goals, budget needs, volunteer issues, space concerns and curriculum.
5. Recruit, train and coordinate large group workers, providing them with the tools and resources needed.
6. Pray for class members and visitors.
7. Promote spiritual growth and unity among team leaders and class members.
8. Provide leadership and serve as shepherd to large group ministry team.
9. Evaluate yearly the program's effectiveness and ability to reach ministry goals.
10. Serve on children's leadership team.
11. Work closely with children's ministry director to maintain unity in overall children's ministry program.
12. Maintain church's child protection policy.
13. Submit budgetary recommendations to children's director.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S LARGE GROUP BREAKOUT LEADER

Provide leadership to a breakout group of children in the large group ministry. Strive to meet ministry goals and assist each child in building a solid foundation for a life of spiritual formation.

**Accountable to:** Children's Large Group Coordinator

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Teaching, Encouragement/Exhortation, Pastor/Shepherd, (gifts helpful)  
Wisdom, Prophecy and Mercy

**Talents and Abilities Desired:** Ability to communicate well with children,  
compassionate, diligent and committed to excellence

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/training: one hour a month

**Responsibilities/Duties:**

1. Participate in teacher meetings and training opportunities.
2. Work closely with the coordinator to maintain a unified, quality midweek ministry.
3. Study and prepare for each weekly lesson. Gather necessary materials.
4. Pray for class members/visitors.
5. Arrive 15 minutes before class begins to make sure room is prepared and to greet children as they arrive.
6. Lead each week's breakout time and involve children in studying and learning God's Word through various teaching methods and activities.
7. Promote spiritual growth and unity among class members.
8. Maintain contact with children and parents.
9. Support and uphold church's child protection plan.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S LARGE GROUP BREAKOUT HELPER

Provide assistance to the children's large group breakout leader as needed.

**Accountable to:** Children's Large Group Breakout Leader

**Position May Be Filled By:** Regular Church attendee – minimum six month attendance

**Maturity level:** Growing Christian

**Spiritual Gifts:** Service and helps

**Talents and Abilities:** Communicate well with children, able to follow someone else's lead but take lead when necessary

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours weekly

Participating in meetings/trainings: one hour a quarter

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training opportunities.
2. Study each weekly lesson to be available to lead the class in the teacher's absence.
3. Assist leader with preparing materials for class.
4. Pray for class member/visitors.
5. Help children during class time, encourage participation, and maintain discipline.
6. Promote spiritual growth and unity class members.
7. Be available to assist leader as needed.
8. Maintain and uphold church child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S MIDWEEK MINISTRY COORDINATOR

Provide general oversight to the children's midweek ministry program. Set ministry goals, work to fulfill the children's ministry vision, and strive to build a solid foundation in each child for a life of spiritual formation.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Teaching, Administration, Leadership and Discernment

**Talents and Abilities Desired:** Ability to communicate well with children and adults - Organizational and research skills. Ability to motivate people

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/training: two hours a month

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training as presented.
2. Research and recommend midweek curriculum and resources.
4. Work closely with Children's Ministry director in setting ministry goals, budget needs, volunteer issues, space concerns and curriculum.
5. Recruit, train and coordinate midweek workers, providing them with the tools and resources needed.
6. Pray for class members and visitors.
7. Promote spiritual growth and unity among team leaders and class members.
8. Provide leadership and serve as shepherd to midweek ministry team.
9. Evaluate yearly the midweek program's effectiveness and ability to reach ministry goals.
10. Serve on children's leadership team.
11. Work closely with children's ministry director to maintain unity in overall children's ministry program.
12. Maintain church's child protection policy within the midweek program.
13. Submit budgetary recommendations to children's director.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S MIDWEEK ASSISTANT COORDINATOR

Assist Midweek Coordinator in the administrative details of the small group ministry.

**Accountable to:** Children's Midweek Ministry Coordinator

**Position May Be Filled By:** Church member

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Teaching, Administration, Leadership and Discernment

**Talents and Abilities Desired:** Ability to communicate well with children and adults -  
Organizational and research skills. Ability to motivate people

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: one hour a quarter

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training opportunities.
2. Maintain attendance records for midweek ministry and provide end of year statistical report.
3. Provide visitor or new attendee information to the pastor or outreach director weekly.
4. Provide midweek leaders with names of students with consecutive absences.
5. Order and distribute curriculum as needed and requested by coordinator.
6. Provide bulletin announcements and distribute newsletters or mailings as needed.
7. Work closely with the midweek coordinator providing support and assistance.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S MIDWEEK LEADER

Provide leadership to a group of children in the midweek ministry. Strive to meet ministry goals and assist each child in building a solid foundation for a life of spiritual formation.

**Accountable to:** Children's Midweek Ministry Coordinator

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Teaching, Encouragement/Exhortation, Pastor/Shepherd, (gifts helpful)  
Wisdom, Prophecy and Mercy

**Talents and Abilities Desired:** Ability to communicate well with children, compassionate, diligent and committed to excellence

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/training: one hour a month

**Responsibilities/Duties:**

1. Participate in teacher meetings and training opportunities.
2. Work closely with the coordinator to maintain a unified, quality midweek ministry.
3. Study and prepare for each weekly lesson. Gather necessary materials and prepare room.
4. Pray for class members/visitors.
5. Arrive 15 minutes before class begins to make sure your classroom is prepared and to greet children as they arrive.
6. Lead each week's class time and involve children in studying and learning God's Word through various teaching methods and activities.
7. Promote spiritual growth and unity class members.
8. Maintain contact with children and parents.
9. Support and uphold church's child protection plan.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S MIDWEEK HELPER

Provide assistance to the children's midweek leader weekly within the group setting as needed.

**Accountable to:** Children's Midweek Leader

**Position May Be Filled By:** Regular Church attendee – six month minimum

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Mercy, Encouragement/Exhortation, Service and Helps

**Talents and Abilities Desired:** Ability to communicate well with children and adults. Able to allow someone else to lead, but willing to take the lead when necessary

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: one hour quarterly

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training opportunities.
2. Study each weekly lesson to be available to lead the class in the teacher's absence.
3. Assist leader with preparing materials for class.
4. Pray for class member/visitors.
5. Help children during class time, encourage participation, and maintain discipline.
6. Promote spiritual growth and unity class members.
7. Be available to assist leader as needed.
8. Maintain and uphold church child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_



# CHILDREN'S MINISTRY SECRETARY

To assist the children's ministry director in the areas of administrative details.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Administration-Serving

**Talents and Abilities Desired:** Good organizational and writing skills-Detail Oriented

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/training: one hour a month

**Responsibilities/Duties:**

1. Participate in training opportunities as presented.
2. Keep weekly attendance records and complete yearly statistical report.
3. Send out birthday, get well and "we missed you" cards weekly.
4. Provide pastor or church outreach director weekly visitor information.
5. Maintain children's ministry volunteer schedule and send out reminders, announcements.
6. Compile, produce and mail children's ministry newsletters and updates.
7. Responsible for general communication from the children's ministry department to parents and staff.
8. Submit weekly bulletin announcements regarding children's ministry programming.
9. Work directly with the director of children's ministry in providing administrative support as needed.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S MUSIC COORDINATOR

Provide general leadership to the overall children's ministry music program. Set ministry goals in regards to the music ministry, strive to fulfill the children's ministry vision, and help each child build a solid foundation for a life of spiritual formation.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Leadership, Teaching, Exhortation

**Talents and Abilities:** Musical ability – singing and with instruments, enthusiastic and energetic, communicates well with children, organized, and competent.

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/trainings: two hours a month

**Responsibilities/Duties**

1. Participate in training opportunities as presented.
2. Research and explore new trends and developments in children's music.
3. Work with appropriate church staff or volunteers in the coordination of the music ministry program with other ministry programs in the church.
4. Work closely with Children's Ministry director in setting ministry goals, budget needs, volunteer issues, space concerns and curriculum.
5. Recruit, train, and coordinate volunteers who participate in the children's music program.
6. Provide leadership specifically to the music team.
7. Pray regularly for children and workers.
8. Evaluate yearly the music ministry program for effectiveness in meeting ministry goals.
9. Maintain church's child protection policy within the music ministry program.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S MUSIC HELPER

Assist the children's music director with organizing and directing the children's ministry music program

**Accountable to:** Children's Music Coordinator

**Position May Be Filled By:** Regular Church attendee – six month minimum

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Helps, Service

**Talents and Abilities Desired:** Basic knowledge of music fundamentals, enjoys children and communicate well with them, energetic and enthusiastic

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/trainings: one hour quarterly

**Responsibilities/Duties**

1. Assist children's music director in selecting and obtaining children's music.
2. Be willing to help assist scheduling and directing weekly children's choir rehearsals.
3. Recruit new members for the children's choir.
4. Be willing to direct the children's choir during services and events as scheduled.
5. Encourage and pray for the children's choir members.
6. Be willing to lead music during children's church.
7. Keep parents informed of rehearsals and performances via phone calls, printed announcements, etc. as instructed by children's music leader.
8. Support and uphold the church's child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S SMALL GROUP (SUNDAY SCHOOL) COORDINATOR

Provide general leadership to the area of children's small groups or Sunday school. Strive to build a solid foundation in each child for a life of spiritual formation. Set ministry goals and work to see the children's ministry vision reached.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, maturing Christian

**Spiritual Gifts:** Leadership, Administration and Pastor/Shepherd and Discernment

**Talents and Abilities Desired:** Ability to communicate well with others-Organizational and research skills

### Anticipated Time Commitments:

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/training: two hours a month

### Responsibilities/Duties

1. Remain aware of current needs and opportunities in the children's small group ministry.
2. Participate in training opportunities as presented.
3. Research curriculum options that will enhance the small group ministry program.
4. Work closely with the children's ministry director in coordinating the small group ministry within the overall children's ministry program.
5. Serve on the children's ministry leadership team.
6. Oversee all the children's small groups.
7. Recruit and train teachers and helpers, providing them with curriculum, resources and tools.
8. Provide leadership and serve as shepherd to the small group ministry team.
9. Work with the adult small group coordinator and pastoral staff to maintain continuity.
10. Evaluate the children's small group program yearly for effectiveness in meeting the ministry goals.
11. Provide bench mark goals and evaluation means for small group leaders to assess student spiritual formation.
12. Work with children's ministry director in developing and maintaining budget as it pertains to small group ministry.
13. Enforce and maintain the church's child protection policy within the small group ministry.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_



## CHILDREN'S SMALL GROUP ASSISTANT COORDINATOR

Assist the children's small group coordinator in the administrative details of the small group ministry.

**Accountable to:** Children's Small Group Coordinator

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Administration, Service and Helps

**Talents and Abilities Desired:** Math skills, Organizational and research skills

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/training: two hours a month

**Responsibilities/Duties:**

1. Participate in training opportunities as presented.
2. Maintain attendance records for all small groups and provide end of year statistical report.
3. Provide visitor or new attendee information to the pastor or outreach director weekly.
4. Provide small group leaders with names of students with consecutive absences.
5. Order and distribute curriculum as needed and requested by coordinator.
6. Work closely with the children's small group coordinator providing support and assistance.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S SMALL GROUP LEADER

Provide weekly oversight to a children's small group, working to build a solid foundation in each child for a life of spiritual formation.

**Accountable to:** Children's Small Group Coordinator

**Position May Be Filled By:** Church member or other approved individual

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Teaching, Encouragement/Exhortation, Pastor/Shepherd, (gifts helpful)  
Wisdom, Prophecy and Mercy

**Talents and Abilities Desired:** Ability to communicate well with children, compassionate, diligent and committed to excellence

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/training: one hour a month

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training opportunities.
2. Work closely with the coordinator to maintain a unified, quality small group ministry.
3. Study and prepare for each weekly lesson. Gather necessary materials and prepare room.
4. Pray for class members/visitors.
5. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet children as they arrive.
6. Lead each week's class time and involve children in studying and learning God's Word through various teaching methods and activities.
7. Promote spiritual growth and unity among class members.
8. Maintain contact with children and parents.
9. Support and uphold the church's child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S SMALL GROUP HELPER

Provide assistance to the children's small group leader weekly within the small group setting as needed.

**Accountable to:** Children's Small Group Leader

**Position May Be Filled By:** Regular Church attendee – minimum of six months

**Maturity Level:** New, growing Christian

**Spiritual Gifts:** Service and helps, Shepherding, serving and exhortation

**Talents and Abilities Desired:** Ability to communicate well with children

Able to allow someone else to lead, but willing to take the lead when necessary

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: one hour a quarter

**Responsibilities/Duties:**

1. Participate in teacher's meetings and training opportunities.
2. Study each weekly lesson and be available to lead the class in the teacher's absence.
3. Assist teacher with preparing materials for class.
4. Help children during class time, encourage participation, and maintain discipline.
5. Pray for class members and visitors.
6. Promote spiritual growth and unity among class members.
7. Be available to assist small group leader as needed during small group time.
8. Support and uphold the church's child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

# CHILDREN'S TRANSPORTATION LEADER

To provide oversight to the Children's Transportation Ministry of the church.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, mature Christian

**Spiritual Gifts:** Leadership, Discernment, Service

**Talents and Abilities:** Organizational and administrative skills, good communication with both children and adults, flexible, good driving skills and awareness of insurance liability issues and road safety, general knowledge of vehicle mechanics

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/trainings: two hours a month

**Responsibilities/Duties**

1. Participate in training opportunities as presented.
2. Work with appropriate church staff or volunteers in the coordination of the bus ministry program with other ministry programs in the church.
3. Work closely with Children's Ministry director in setting ministry goals, budget needs, volunteer issues, space concerns and curriculum.
4. Recruit, train, and coordinate volunteers who participate on the children's ministry transportation team.
5. Provide leadership and serve as shepherd to the bus ministry team.
6. Pray regularly for children and workers.
7. Evaluate yearly the bus ministry program for effectiveness in meeting ministry goals.
8. Maintain church's child protection policy within the bus ministry program.
9. Make contact with families who use the church children's transportation ministry on a regular basis.
10. Make recommendations and reports as needed as to church vehicle repair and upkeep needs.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHILDREN'S TRANSPORTATION HELPER

Assist the transportation coordinator in providing safe transportation for the children's ministry program.

**Accountable to:** Children's Transportation Leader

**Position May Be Filled By:** Regular Church attendee – six month minimum

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Serving, Encouragement and helps

**Talents and Abilities Desired:** Excellent driving skills, safe and cautious, friendly and welcoming, able to maintain discipline

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/trainings: one hour a quarter

**Responsibilities/Duties**

1. Assist children's transportation coordinator with providing transportation for children's ministry program as needed.
2. Pick up neighborhood children and parents without transportation for church activities (either Sunday morning, evening or during the week).
3. Drive children and workers to and from ministry outings as needed.
4. Support and uphold church's child protection policy.
5. Provide a safe and friendly transportation experience for all riders.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## CHRISTMAS PROGRAM LEADER

Provides general oversight and leadership to the children's Christmas program

**Accountable To:** Children's Ministry Director

**Position may be filled by:** Church Member

**Maturity level:** Stable, maturing Christian

**Spiritual Gifts:** Administration, Exhortation, Pastor/shepherd

**Talents and abilities desired:** Good leadership skills, organized, knowledge of music fundamentals, loves children

### Anticipated Time Commitments

Doing ministry/preparing for ministry: September through December program - 3 hours minimum a week

Participating in meetings/training: September through December: 2 hours minimum a month

### Responsibilities/Duties

1. Participate in teacher meetings and training opportunities.
2. Work with the children's ministry director in selecting Christmas program, setting budget and ministry goals.
3. Schedule and direct weekly rehearsals.
4. Recruit volunteers for various program components and children to participate in program.
5. Encourage and pray for volunteers and children involved in program.
6. Keep parents informed of rehearsals and performances via phone calls, printed announcements, etc.
7. Support and uphold the church's child protection policy.
8. Evaluate program after performance and submit written report.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## NURSERY COORDINATOR

Provide general oversight and leadership to the church's nursery ministry.

**Accountable To:** Children's Ministry Director and/or Pastor

**Position may be filled by:** Church Member

**Maturity level:** Stable, maturing Christian

**Spiritual Gifts:** Leadership, Administration, Serving, Pastor/shepherd, Mercy

**Talents and abilities desired:** Organized, loves babies and children, appreciates cleanliness and young child and new mother needs

### Anticipated Time Commitments

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/training: two hours a month

### Responsibilities/Duties

1. Participate in meetings and training opportunities.
2. Recruit and train volunteers to serve in the nursery.
3. Organize the nursery and ensure its cleanliness and safety.
4. Develop, post, and enforce nursery policies.
5. Schedule nursery caregivers for every service and special church wide event in which nursery care is needed.
6. Pray for children and workers – serving as shepherd to nursery team.
7. Work with pastor or children's ministry director to develop budget for the nursery ministry and to ensure the nursery ministry compliments the other ministries of the church.
8. Maintain and enforce church's child protection policy.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## NURSERY WORKER

The nursery worker will provide proper care and nurturing to babies/toddlers during church services and special events.

**Accountable To:** Nursery Coordinator

**Position may be filled by:** Regular church attendee – six month minimum

**Maturity level:** Growing Christian

**Spiritual Gifts:** Teaching, Pastor/shepherd, mercy-showing, serving

**Talents and abilities desired:** Loves and is able to care for babies and toddlers, is friendly, compassionate and warm to parents and children

### Anticipated Time Commitments

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: one hour a quarter

### Responsibilities/Duties

1. Participate in meetings and training opportunities as requested.
2. Arrive at least 15 minutes prior to service or events.
3. Become familiar with nursery policies and facilities.
4. Greet parents and sign in/out babies/toddlers.
5. Take care of babies/toddlers in the nursery, following nursery policies for safety and proper care.
6. Clean nursery and equipment as indicated.
7. Support and uphold the church's child protection policy.
8. Provide loving care to children, pray, sing and speak of Jesus to them.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## SPECIAL EVENTS COORDINATOR

Provide general leadership to the children's ministry's special events. Strive to build a solid foundation in each child for a life of spiritual formation. Set ministry goals and work to see the children's ministry vision reached.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Stable, maturing Christian

**Spiritual Gifts:** Leadership, Administration, Discernment, Serving, Helps

**Talents and Abilities Desired:** Ability to communicate and motivate others, organizational skills, high energy, enjoys fellowship

### **Anticipated Time Commitments:**

Doing ministry/preparing for ministry: six hours a week

Participating in meetings/training: two hours a month

### **Responsibilities/Duties**

1. Participate in training opportunities as presented.
2. Work closely with the children's ministry director in selecting and coordinating the special events within the overall children's ministry program.
3. Serve on the children's ministry leadership team.
4. Recruit and train helpers for the special event ministry.
5. Work with children's ministry director in developing and maintaining budget as it pertains to special event ministry.
6. Enforce and maintain the church's child protection policy within the small group ministry.
7. Organize all aspects of special events, working with special events committee.
8. Prepare promotional material for distribution or display.

### **AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## SPECIAL EVENTS ASSISTANT

Provide assistance to the special events coordinator, assisting them in organizing, planning, promoting and executing the children's ministry special events.

**Accountable To:** Special Events Coordinator

**Position may be filled by:** Regular Church Attendee – 6 Month minimum

**Maturity level:** Stable, maturing Christian

**Spiritual Gifts:** Service, helps and giving, administration

**Talents and abilities desired:** Promotions experience, enjoys fellowship and parties, detailed oriented, works well with both children and adults

**Anticipated Time Commitment:**

Doing ministry/preparing for ministry: 4 hours a week

Participating in meetings/training: 2 hours a quarter

**Responsibilities/Duties:**

1. Prepare special event promotional material for distribution or display.
2. Prepare mailings; may include folding flyers, collating pages, addressing and stuffing envelopes, applying postage, etc.
3. Make phone calls—reminder calls to members, following up on printing or other special jobs.
4. Other tasks as needed.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_



## STUDENT HELPERS (JR. & SR. HIGH)

Serve in the children's ministry as needed under the guidance of an adult leader.

**Accountable to:** Children's Ministry Leader

**Position May Be Filled By:** Regular Church attendee – minimum of six month attendance

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Hospitality/Evangelism/Shepherding

**Talents and Abilities Desired:** Enjoys working with children, organizational skills, Dependability, Able to take directions from the leader without correcting the leader

**Anticipated Time Commitments:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: one hour quarterly

**Responsibilities/Duties**

1. Arrive 15 minutes before service begins to receive instructions from leader for the day.
2. Be ready to help leader with any needs they may have.
3. Provide a positive, Christ-like example to children in your care.
4. Follow the church's child care protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## SUPPLY DIRECTOR

The Supply Director is responsible for managing the supplies and equipment for children's ministry

**Accountable To:** Children's Ministry Director

**Position may be filled by:** Regular church attendee – six month minimum

**Maturity level:** Stable, maturing Christian

**Spiritual Gifts:** Administration, Serving

**Talents and abilities desired:** Organizational skills

**Anticipated Time Commitments:**

Doing ministry/preparing for ministry: one to two hours a week

Participating in meetings/training: one hour per quarter

**Responsibilities/Duties:**

1. Participate in meetings as requested.
2. Organize and keep inventory record of supplies in the children's ministry resource room.
3. Report low inventory or special supply needs to children's ministry director.
4. Distribute supplies as needed to teachers.
5. Replenish supplies after approval of children's ministry director.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## VBS COORDINATOR

Provide general leadership to the area of Vacation Bible School. Strive to build a solid foundation in each child for a life of spiritual formation. Set ministry goals and work to see the children's ministry vision reached.

**Accountable To:** Children's Ministry Director

**Position may be filled by:** Church Member

**Maturity level:** Stable, maturing Christian

**Spiritual Gifts:** Administration, Teaching, Serving, Evangelism

**Talents and abilities desired:** Organize people and events, communicates well with others, flexible attitude, evangelistic spirit

### Anticipated Time Commitments

Doing ministry/preparing for ministry: five hours a day during VBS

Participating in meetings/training: twenty hours minimum planning and training prior to VBS.

### Responsibilities/Duties

1. Over-see all activities of VBS. Coordinate the selected program and give direction to volunteers.
2. Work with the children's ministry director in developing and maintaining a budget as it relates to VBS.
3. Work closely with the children's ministry director in coordinating VBS within the overall children's ministry program.
4. Recruit and Train workers.
5. Assign each group leader to a specific area—teaching, craft-making, games, special activities, song leading, preparing/serving refreshments, etc.—to lead based on interests, experience, abilities, and program needs.
6. Serve as shepherd and leader to VBS team.
7. Serve on children's ministry leadership team.
8. Pray for VBS program and specifically for workers and children.
9. Mail thank you cards to teachers to show appreciation for their work in VBS.
10. Follow up with children and families after VBS.
11. Maintain and enforce church's child protection plan.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## VBS ASSISTANT COORDINATOR

The VBS assistant provides help to the VBS coordinator with various aspects of the VBS program.

**Accountable To:** VBS Coordinator

**Position may be filled by:** Regular church attendee – 6 month minimum

**Maturity level:** Growing Christian

**Spiritual Gifts:** Serving, helps

**Talents and abilities desired:** Communicates well with children and adults, organized, administrative abilities

### Anticipated Time Commitments

Doing ministry/preparing for ministry: four hours a day during VBS

Participating in meetings/training: ten hours minimum planning and training prior to VBS

### Responsibilities/Duties

1. Attend VBS planning meetings and training as requested.
2. Assist VBS coordinator as needed during VBS program.
3. Assist the VBS coordinator in administrative needs during VBS planning, running and follow-up.
4. Provide leadership to VBS registration.
5. Maintain attendance records, visitor information, first time and re-commitments, and submit report following VBS.
6. Send out promotional mailings and bulletin announcements prior to VBS.
7. Send out thank you notes and follow-up post cards following VBS.
8. Order and distribute resources, supplies, and curriculum needed for VBS as directed by coordinator.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## VBS GROUP LEADER

Provide daily oversight to a VBS group, working to build a solid foundation in each child for a life of spiritual formation.

**Accountable To:** VBS Coordinator

**Position may be filled by:** Regular Church Attendee – six month minimum

**Maturity level:** Growing Christian

**Spiritual Gifts:** Teaching, exhortation/encouragement, Shepherding, Service, Evangelism and Helps

**Talents and abilities desired:** Communicates well with children, provides positive spiritual example, compassionate, diligent and committed to excellence

### Anticipated Time Commitments

Doing ministry/preparing for ministry: four hours a day during VBS

Participating in meetings/training: five hours minimum planning and training prior to VBS.

### Responsibilities/Duties

1. Participate in teacher's meetings and training.
2. Provide leadership and instruction to a specific age-group of children or a specific area of leading as designated during VBS.
3. Make sure supplies are available; work with assistants to prepare materials as needed for your area of ministry.
4. Study and prepare yourself to lead the children in your area of ministry.
5. Decorate, set up or otherwise prepare the room or space allowed for your area of ministry.
6. Pray for VBS program and specifically for workers and children.
7. Mail thank-you cards to children to show appreciation for their participation in VBS and to encourage them to come again.
8. Be prepared to present the plan of salvation with children.
9. Support and uphold the church's child protection policy.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## VBS TEAM HELPER

Provide assistance to the VBS team leader during VBS as needed.

**Accountable To:** VBS Group Leader

**Position may be filled by:** Regular Church Attendee – six month minimum

**Maturity level:** Growing Christian

**Spiritual Gifts:** Teaching, , Shepherding, Service and Helps

**Talents and abilities desired:** Communicates well with children, can take direction easily from others, but willing to take the lead when necessary

### Anticipated Time Commitments

Doing ministry/preparing for ministry: two hours a day during VBS

Participating in meetings/training: two hours prior to VBS

### Responsibilities/Duties

1. Assist the Group Leader as needed.
2. Make sure supplies are available; work with assistants to prepare materials as needed for your area of ministry.
3. Study and prepare yourself to lead the children in your area of ministry.
4. Decorate, set up or otherwise prepare the room or space allowed for your area of ministry.
5. Pray for VBS program and specifically for workers and children.
6. Be prepared to present the plan of salvation to children.
7. Support and uphold the church's child protection policy.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## WELCOME CENTER TEAM LEADER

Provide leadership and oversight to the welcome center and greeting process of children and parents to the children's ministry programs.

**Accountable to:** Children's Ministry Director

**Position May Be Filled By:** Church member

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Administration, Leadership and Service

**Talents and Abilities:** Ability to communicate well with others, warm-friendly and welcoming attitude, organizational skills, and eye for proper appearances

### Anticipated Time Commitment:

Doing ministry/preparing for ministry: four hours a week

Participating in meetings/trainings: one hour a month

### Responsibilities/Duties

1. Participate in training opportunities as presented.
2. Research and explore new trends and developments in this area of ministry.
3. Work with appropriate church staff or volunteers in the coordination of this ministry program with other ministry programs in the church.
4. Work closely with Children's Ministry director in setting ministry goals, budget needs, volunteer issues, space concerns and curriculum.
5. Recruit, train, and coordinate volunteers who participate in the welcome center.
6. Provide leadership specifically to the welcome center team.
7. Pray regularly for children and workers.
8. Evaluate yearly the welcome center's program for effectiveness in meeting ministry goals.
9. Maintain church's child protection policy within the welcome center's program.
10. Present a positive image of the church, greet guests, be aware of church facilities and programs.
11. Arrive 30 minutes before service begins to make sure center is open and ready.

### AGREEMENT:

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_

## WELCOME CENTER HELPER

Assist the welcome center team leader as needed always displaying a gracious, friendly attitude.

**Accountable to:** Welcome Center Team Leader

**Position May Be Filled By:** Regular Church attendee – minimum of six months

**Maturity Level:** Growing Christian

**Spiritual Gifts:** Hospitality/Administration/Helps/Evangelism

**Talents and Abilities Desired:** Knowledge of church facilities, able to give Good directions, physically able to walk through out the facilities and stand for periods of time

**Anticipated Time Commitments:**

Doing ministry/preparing for ministry: two hours a week

Participating in meetings/training: one hour quarterly

**Responsibilities/Duties**

1. Arrive 30 minutes before service begins to assist welcome center team leader make sure center is open and ready.
2. Answer questions regarding church facilities and locations of specific classes.
3. Distribute leader and parent identification badges.
4. Guide guests through church facilities.
5. Present a positive image of the church.
6. Distribute church literature as needed.
7. Pray for each new family.
8. Be available to welcome center team leader as needed.
9. Maintain and uphold church child protection policy.

**AGREEMENT:**

I have read the above job description and to the best of my ability along with God's help agree to accept this position and serve in the Godly way that is needed for this assignment.

Name \_\_\_\_\_ Date \_\_\_\_\_