

## **BIG BUDDY**

The Big Buddy is responsible for making a positive difference in a child's life through offering encouragement and planning special activities with the parent's or guardian's approval.

<b>Ministry Area/Department</b>	Children
<b>Position</b>	Big Buddy
<b>Accountable To</b>	Children's pastor or Big Buddy coordinator
<b>Ministry Target</b>	Children
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Teaching
<b>Talents or Abilities Desired</b>	Enjoy activities with children • Must be a good role model with no criminal record
<b>Best Personality Traits</b>	Dependable-expresser
<b>Passion For</b>	Encouraging children and having a positive influence on their lives
<b>Length of Service Commitment</b>	One year minimum

### **ANTICIPATED TIME COMMITMENTS**

1. **Doing ministry/preparing for ministry:** fifteen minutes to six hours a week
2. **Participating in meetings/training:** yearly training workshop

### **RESPONSIBILITIES/DUTIES**

1. Participate in training opportunities yearly, or as presented.
2. Serve as a Big Buddy to a child of a single-parent home. When Mom is gone, mother figure is needed. When Dad is gone, father figure is needed.
3. Contact the child by phone at least once a week to touch base, offer encouragement and ask how things are going.
4. Talk with the child's parent or guardian to get approval for plans to take the child somewhere special or to participate in fun activities.
5. Plan activities with the child at least once a month. Activities should be something the child enjoys and may include, but are not limited to
  - a. Going to sports events
  - b. Going fishing

- c. Going out for ice cream or lunch and to the park, playground or a movie
  - d. Making crafts
  - e. Going bowling
  - f. Help with a special school project
6. Recognize the child's birthday and special accomplishments. Offer praise, send a card, give a gift, attend an event or in some way show you care.
  7. Pray regularly for the child.

## BIG BUDDY COORDINATOR

The Big Buddy coordinator is responsible for developing and overseeing the Big Buddy program and ensuring proper training and safety for both the child and the Big Buddy.

<b>Ministry Area/Department</b>	Children
<b>Position</b>	Big Buddy coordinator
<b>Accountable To</b>	Children's pastor
<b>Ministry Target</b>	Children
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Mercy-showing • Pastor/shepherd
<b>Talents or Abilities Desired</b>	Have a heart for children of single-parent homes • Must be a good role model with no criminal record • Good organizational skills
<b>Best Personality Traits</b>	Dependable-expresser
<b>Passion For</b>	Providing a safe environment and a positive influence in children's lives
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Recruit and provide training to Big Buddies.
3. Run a criminal background check on people who volunteer to serve as Big Buddies, and check references before approving individuals as Big Buddies. Volunteers must sign a release for you to do the background check.
4. Conduct orientation and training session for all new Big Buddy volunteers who are approved.
5. Talk with children's pastor and social services to locate children in need who would fit the program.
6. Match children with Big Buddies.
7. Coordinate and oversee the Big Buddy program.
8. Pray for the children and the Big Buddies.

## CHILDREN’S CHURCH ASSISTANT

The children’s church assistant is a right arm to the children’s church leader. As such, he or she will help keep order among the children in children’s church and will assist with miscellaneous duties as needed.

<b>Ministry Area/Department</b>	Children’s church
<b>Position</b>	Children’s church assistant
<b>Accountable To</b>	Children’s church leader
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Exhortation
<b>Talents or Abilities Desired</b>	Able to communicate well with children
<b>Best Personality Traits</b>	Dependable • Compassionate
<b>Passion For</b>	Influencing children’s lives with God’s love and message
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one-and-a-half hours a week
2. **Participating in meetings/training:** one hour a month or as requested

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. When requested, assist children’s church leader in preparing for the weekly program.
3. Assist children’s church leader, as needed, with weekly children’s church program. This may include directing portions of the program or working up front with the leader, performing miscellaneous duties.
4. Help keep order in the service; set an example for the children by following the directions and requests the leader makes of the children.
5. Pray for the children.

## CHILDREN’S CHURCH CHAPERONE

The children’s church chaperone is responsible for overseeing the children to insure a safe and orderly children’s church program.

<b>Ministry Area/Department</b>	Children’s church
<b>Position</b>	Children’s church chaperone
<b>Accountable To</b>	Children’s church leader
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Exhortation
<b>Talents or Abilities Desired</b>	Able to communicate well with children
<b>Best Personality Traits</b>	Patient • Consistent • Dependable
<b>Passion For</b>	Influencing children’s lives with God’s love and message
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one-and-a-half hours a week
2. **Participating in meetings/training:** yearly workshop or upon request

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Help keep order in the service:
  - a. Keep children away from equipment.
  - b. Greet children; direct them to the restroom or water fountain when necessary, preferably before program begins.
  - c. Direct younger children to the front and older children to the back of the room or auditorium.
  - d. Oversee children during the program. Encourage participation and discreetly administer discipline when necessary. Refer to the children’s ministry policy on discipline. We do not use physical punishment as a form of discipline in the church.
  - e. Dismiss children by rows or groups. Help them gather their belongings. Younger children should remain in a designated area, under supervision, until a parent or responsible adult arrives for them.
3. Distribute handouts and prizes when they are used.

4. Pray for the children.

## CHILDREN’S CHURCH LEADER

The children’s church leader is responsible for planning and leading exciting weekly children’s church services.

<b>Ministry Area/Department</b>	Children’s church
<b>Position</b>	Children’s church leader
<b>Accountable To</b>	Children’s ministry director
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Exhortation • Pastor/shepherd
<b>Talents or Abilities Desired</b>	Enthusiastic speaker • Musical abilities a plus
<b>Best Personality Traits</b>	Cheerful • Energetic • Compassionate • Expresser-leader
<b>Passion For</b>	Influencing children’s lives with God’s love and message
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two-and-a-half hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Work with appropriate church staff or volunteers to construct or obtain props or materials needed for the children’s church program.
3. Plan and lead weekly children’s church program.
4. Coordinate with special speakers, puppeteers, musicians and any other ministers who will take part in the children’s church program.
5. Pray for children and workers. Lead prayer in children’s church.
6. Lead songs during children’s church or recruit a song leader/music director for children’s church. Develop a rotating song list and frequently learn and teach new songs to the children.
7. Work with children’s ministry director to select or develop the curriculum for children’s church.

## CHILDREN’S CLASS SECRETARY

The children’s class secretary is responsible for keeping accurate, up-to-date records; seeing that appropriate forms are completed regarding enrollment changes, visitors, etc.; preparing or assisting with class correspondence when needed; and welcoming students to the class.

<b>Ministry Area/Department</b>	Children’s Sunday School
<b>Position</b>	Children’s class secretary
<b>Accountable To</b>	Children’s teacher
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Good organizational skills • Detail oriented • Good penmanship
<b>Best Personality Traits</b>	Dependable-analyst • Cheerful
<b>Passion For</b>	Encouraging children and serving as a support person to ensure organization and accuracy
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Keep accurate attendance records and up-to-date personal information (address, phone, birthday, etc.).
3. Welcome visitors, help new members feel accepted and greet all attendees.
4. Prepare name tags for class leaders and for visitors as they arrive.
5. Register visitors in your class, obtaining name, address, phone number and determining whether or not their families are members of other churches.
6. Keep record of visitor and prospect information for outreach purposes. Have this information readily available to the teacher, outreach leader or other concerned staff.
7. Complete weekly attendance form, collect class offerings and turn them in to children’s ministry records clerk.
8. Prepare or assist with correspondence to class members.

## CHILDREN’S MINISTRY ACTIVITIES DIRECTOR

The children’s ministry activities director is responsible to plan and carry out special events and activities outside the normal children’s church and Sunday School program. These activities should motivate and excite children, keeping them interested in the church and Christian life while offering them a safe environment for having fun.

<b>Ministry Area/Department</b>	Children’s ministry
<b>Position</b>	Children’s ministry activities director
<b>Accountable To</b>	Children’s ministry director
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Exhortation
<b>Talents or Abilities Desired</b>	Good organizational skills • Familiar with what appeals to children
<b>Best Personality Traits</b>	Analyst-dependable or expresser-leader • Outgoing
<b>Passion For</b>	Children’s safety and happiness
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to eight hours a month
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities as offered.
2. Research or create special events and activities that children would enjoy.
3. Plan special seasonal and monthly activities for children.
  - a. Fellowship and fun activities at church and away from church
  - b. Evangelistic activities, inviting unchurched friends to participate
4. Develop list of supplies needed and seek approval and funds from the children’s ministry director.
5. Enlist help to carry out events and activities.
6. Pray for the children.

## CHILDREN’S MINISTRY DIRECTOR

The children’s ministry director is responsible to oversee the 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.

<b>Ministry Area/Department</b>	Children’s ministry
<b>Position</b>	Children’s ministry director
<b>Accountable To</b>	Pastor
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer (or paid, depending on church size, budget and workload of position)
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Evangelism • Pastor/shepherd
<b>Talents or Abilities Desired</b>	Good organizational skills • Ability to motivate people • Good communicator
<b>Best Personality Traits</b>	Dependable • Expresser-leader
<b>Passion For</b>	Influencing and affecting children’s lives with the gospel of Christ
<b>Length of Service Commitment</b>	Two years minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a week or more, depending on church size/scope of ministry
2. **Participating in meetings/training:** one hour a week

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities as offered.
2. Oversee and coordinate all aspects of the children’s ministry.
3. Organize training and planning sessions for children’s leaders/workers.
4. Screen children’s workers and leaders before placing them in ministry.
  - a. Have everyone complete an application and sign a release form for a police background check. This is a safety precaution for the children’s sake. Plus, many insurance companies now require such procedures in order to insure the church against liability relating to misconduct.

- b. Proceed with background check and file results in a confidential folder to be kept in a locked file cabinet in the church office.
  - c. Approve or disapprove workers and leaders for service in the children's ministry.
5. Investigate any complaints regarding children's ministry workers. Discuss complaints/problems with workers when warranted. Document and report serious matters to pastor and proper authorities.
  6. Approve all children's ministries programs, curricula, activities and disbursement of funds for supplies and projects, keeping within budgeted amount.
  7. Work with children's church leader to plan weekly programs and participate as needed. Lead devotional time or special part in weekly service, either on a regular basis or as an occasional special guest.
  8. Be available to counsel and pray with children regarding spiritual matters.
  9. Pray for the children and children's ministry workers.

## CHILDREN'S MINISTRY RECORDS CLERK

The children's ministry records clerk is responsible for accurately calculating weekly attendance and offering totals for the children's department and for delivering offerings and visitor information to the appropriate staff members.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Children's ministry records clerk
<b>Accountable To</b>	Children's ministry director
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Good organizational and math skills • Detail oriented
<b>Best Personality Traits</b>	Dependable-analyst
<b>Passion For</b>	Organization, accuracy and good stewardship
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Tally class attendance records to obtain weekly attendance figures.
3. Calculate total of all classes' tithes and offerings and record information.
4. Deliver all tithes and offerings to treasurer or appropriate person as set forth in church policy.
5. Assemble visitor forms received from classes and deliver them to the church outreach director or other designated person.

## CHILDREN’S TEACHER

The children’s teacher is the shepherd of the class and is responsible to keep watch over the flock and oversee or coordinate all class leaders and functions. The teacher is expected to teach, reach and minister to members and prospects, with the help of other leaders within the class.

<b>Ministry Area/Department</b>	Children’s Sunday School
<b>Position</b>	Children’s teacher
<b>Accountable To</b>	Children’s ministry director or Sunday School director, depending on church structure
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Shepherding • Teaching • Exhortation
<b>Talents or Abilities Desired</b>	Ability to communicate well with children
<b>Best Personality Traits</b>	Expresser-leader • Dependable • Compassionate
<b>Passion For</b>	Nurturing a group of children • Teaching and leading children to Jesus
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in teacher’s meetings and training opportunities.
2. Work with the director to choose curriculum for your class.
3. Study and prepare for each weekly lesson. Gather necessary materials: handouts, craft supplies, etc.
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. Keep parents informed of topics/themes being studied, special events, etc. through printed notices, postcards and calls. Call, visit or send cards to students on special occasions or when a student is sick; class secretary can assist with these duties also.

## CHILDREN’S TEACHER ASSISTANT

The children’s teacher assistant is the right arm of the children’s teacher. The assistant must be prepared to fill in for the teacher when necessary and assist with keeping watch over the flock and coordinating class functions. The assistant is expected to teach, reach and minister to members and prospects, under the direction of the teacher.

<b>Ministry Area/Department</b>	Children’s Sunday School
<b>Position</b>	Children’s teacher assistant
<b>Accountable To</b>	Children’s teacher
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Shepherding • Serving • Exhortation
<b>Talents or Abilities Desired</b>	Ability to communicate well with children • Able to allow someone else to lead, but willing to take the lead when necessary
<b>Best Personality Traits</b>	Dependable-leader or dependable-expresser
<b>Passion For</b>	Discipling children and providing support for other leaders
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

### 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: handouts, craft supplies, etc.
4. Distribute handouts to children; help children with crafts or activities as needed.
5. Escort children to the restroom if it is not connected to the classroom. Assist younger children as needed; insure hand washing. (**Note:** It might be best if a woman is responsible for this task.)
6. Pray for class members and visitors.
7. Promote spiritual growth and unity among class members.

## MISSIONS STUDY DIRECTOR

The missions study director is responsible for planning and overseeing the children's missions study program.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Missions study director
<b>Accountable To</b>	Children's ministry director
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Administration • Exhortation
<b>Talents or Abilities Desired</b>	Ability to communicate well with others • Organizational and research skills
<b>Best Personality Traits</b>	Leader • Motivated • Analyst-dependable • Compassionate
<b>Passion For</b>	Involving children in home and foreign missions
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Research and remain aware of missions needs and opportunities.
2. Discover and approve curriculum or develop studies on missionaries to introduce children to missions: what it's all about, differences in culture, specific missionaries' lives. Arrange for missionaries to visit children's groups when possible.
3. Oversee children's missions study program.
4. Recruit and train missions study teachers and keep them informed.
5. Promote spiritual growth and concern for missions.

## MISSIONS STUDY TEACHER

The missions study teacher is responsible for leading and teaching a group of children in missions awareness, study and involvement.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Missions study teacher
<b>Accountable To</b>	Missions study director
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Shepherding • Exhortation • Giving
<b>Talents or Abilities Desired</b>	Ability to communicate well with children
<b>Best Personality Traits</b>	Dependable • Motivated • Kindhearted
<b>Passion For</b>	Educating and involving children about home and foreign missions
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Work with missions study director to become aware of missions needs and opportunities.
2. Teach children about missions: what it's all about, differences in culture, specific missionary stories, etc.  
Missions study director will provide curriculum and arrange for missionaries to visit children's groups when possible.
3. Plan special missions projects for children. For example, adopt a missionary to correspond with and encourage, to send care packages to, etc.
4. Promote spiritual growth and concern for missions among children.

## MISSIONS STUDY TEACHER ASSISTANT

The missions study teacher assistant is the missions study teacher's right hand. The assistant is responsible to provide support to the teacher and children and help keep order in the class during missions studies.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Missions study teacher assistant
<b>Accountable To</b>	Missions study teacher
<b>Ministry Target</b>	Children (ages 5 to 11)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Serving
<b>Talents or Abilities Desired</b>	Ability to communicate well with children and serve as a support person (for other leaders)
<b>Best Personality Traits</b>	Dependable • Motivated • Kindhearted
<b>Passion For</b>	Involving children in home and foreign missions and providing teacher support
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training session

### RESPONSIBILITIES/DUTIES

1. Work with missions study teacher to become aware of class plans.
2. Assist teacher as needed: prepare/distribute handouts, obtain supplies for class, etc.
3. Help children with special projects in class.
4. Escort younger children to the restroom or water fountain to insure safety and proper sanitation/hand washing.
5. Promote spiritual growth and concern for missions among children.

## PRESCHOOL CLASS SECRETARY

The preschool class secretary is responsible for keeping accurate, up-to-date records; seeing that appropriate forms are completed regarding enrollment changes, visitors, etc.; preparing or assisting with class correspondence when needed and welcoming students to the class.

<b>Ministry Area/Department</b>	Children's Sunday School
<b>Position</b>	Preschool class secretary
<b>Accountable To</b>	Preschool teacher
<b>Ministry Target</b>	Children (ages 2 to 5/prekindergarten)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Good organizational skills • Attention to detail • Good penmanship
<b>Best Personality Traits</b>	Dependable-analyst • Cheerful
<b>Passion For</b>	Organization, accuracy and serving as a support person and must like children
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

### RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Participate in training opportunities yearly, or as presented.
3. Keep accurate records of attendance and up-to-date personal information (address, phone, birthday, etc.).
4. Welcome visitors, help new members feel accepted and greet all attendees.
5. Prepare name tags for preschoolers as they arrive.
6. Register visitors, obtaining names, addresses, phone numbers and parent names from the adults who bring children and determine whether or not families are members of another church.
7. Keep record of visitor and prospect information for outreach purposes. Have this information readily available to the teacher, outreach leader or other concerned staff.
8. Complete weekly attendance form, collect class offerings and turn them in to children's ministry records clerk.

9. Prepare or assist with special correspondence to class members.

## PRESCHOOL EXTENDED SESSION DIRECTOR

The preschool extended session director is responsible for organizing and overseeing the preschool extended-session program to insure proper leadership and exciting weekly sessions where young children can be taught principles from God's Word while having fun.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Preschool extended session director
<b>Accountable To</b>	Children's ministry director
<b>Ministry Target</b>	Preschoolers (ages 2 to 5/prekindergarten)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Exhortation • Pastor/shepherd • Administration
<b>Talents or Abilities Desired</b>	An enthusiastic speaker that relates well to children
<b>Best Personality Traits</b>	Cheerful • Energetic • Compassionate • Expresser-leader
<b>Passion For</b>	Influencing children's lives with God's love and message
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two-and-a-half hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Work with appropriate church staff or volunteers to construct or obtain props or materials needed for the children's extended session—held during adult worship service.
3. Recruit and train teachers and assistants for extended session.
4. Plan and organize weekly preschool extended-session program.
5. Coordinate with special speakers, puppeteers, musicians and any other ministers who will take part in the extended sessions.
6. Pray regularly for children and workers.
7. Work with children's ministry director to select or develop the curriculum for preschool extended sessions.
8. Oversee budget and expenditures for the preschool extended-session program.

## PRESCHOOL EXTENDED SESSION TEACHER

The preschool extended session teacher is the shepherd of the class and is responsible to keep watch over the flock and oversee or coordinate all class leaders and functions. The teacher is expected to teach, reach and minister to members and prospects with the help of other leaders within the class.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Preschool extended-session teacher
<b>Accountable To</b>	Preschool extended-session director
<b>Ministry Target</b>	Preschoolers (ages 2 to 5/prekindergarten)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Shepherding • Teaching • Exhortation
<b>Talents or Abilities Desired</b>	Ability to communicate well with children
<b>Best Personality Traits</b>	Dependable • Compassionate
<b>Passion For</b>	Nurturing a group of children • Teaching and leading children to Jesus
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in teachers' meetings and training opportunities.
2. Work with the director to choose curriculum for your class.
3. Study and prepare for weekly lessons and activities. Gather necessary materials: handouts, craft supplies, etc.
4. Pray for class members and visitors.
5. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet people as they arrive.
6. Lead class each week, involving 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. Keep parents informed of topics/themes being studied, special events, etc. through printed notices, postcards and calls. Call, visit or send cards to students on special occasions or when a student is sick; class secretary can assist with these duties also.

## PRESCHOOL EXTENDED SESSION TEACHER ASSISTANT

The preschool extended session assistant is the right arm of the preschool extended session teacher. The assistant must be prepared to fill in for the teacher when necessary and assist with keeping watch over the flock and coordinating class functions. The assistant is expected to teach, reach and minister to members and prospects under the direction of the teacher.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Preschool extended session teacher assistant
<b>Accountable To</b>	Preschool extended session teacher
<b>Ministry Target</b>	Preschoolers (ages 2 to 5/prekindergarten)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Shepherding • Serving • Exhortation
<b>Talents or Abilities Desired</b>	Able to communicate well with children • Able to allow someone else to lead, but willing to take the lead when necessary
<b>Best Personality Traits</b>	Dependable • Compassionate
<b>Passion For</b>	Nurturing a group of children • Teaching and leading children to Jesus
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

### 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: handouts, craft supplies, etc.
4. Distribute handouts to children; help children with crafts or activities as needed.
5. Escort children to the restroom if it is not connected to the classroom. Assist younger children as needed; ensure hand washing. (**Note:** It might be best if a woman is responsible for this task.)
6. Pray for class members and visitors.
7. Promote spiritual growth and unity among class members.

## PRESCHOOL SUNDAY SCHOOL TEACHER

The preschool teacher is the shepherd of the class and is responsible to keep watch over the flock and oversee or coordinate all class leaders and functions. The teacher is expected to teach, reach and minister to preschoolers with the help of other leaders within the class.

<b>Ministry Area/Department</b>	Children's Sunday School
<b>Position</b>	Preschool children's teacher
<b>Accountable To</b>	Children's ministry director (or Sunday School director, depending on church structure)
<b>Ministry Target</b>	Preschoolers (ages 2 to 5/prekindergarten)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Shepherding • Teaching • Exhortation
<b>Talents or Abilities Desired</b>	Ability to communicate well with children
<b>Best Personality Traits</b>	Dependable-leader or expresser-leader • Compassionate
<b>Passion For</b>	Nurturing a group of children • Teaching and leading children to Jesus
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in teachers' meetings and training opportunities.
2. Work with the director to choose curriculum for your class.
3. Study and prepare for weekly lessons and activities. Gather necessary materials: handouts, craft supplies, etc.
4. Pray for class members and 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 and involve children in studying and learning God's Word through various teaching methods and activities.
7. Plan and allow structured play activities in addition to the teaching.
8. Serve a light snack, such as crackers and juice, near the end of class period.

9. Maintain contact with children and parents. Keep parents informed of topics/themes being studied, special events, etc. through printed notices, postcards and calls. Call, visit or send cards to students on special occasions or when a student is sick; preschool class secretary can assist with these duties also.

## PRESCHOOL SUNDAY SCHOOL TEACHER ASSISTANT

The preschool teacher assistant is the right arm of the preschool teacher. The assistant must be prepared to fill in for the teacher when necessary and assist with keeping watch over the flock and coordinating class functions. The assistant is expected to teach, reach and minister to the preschoolers under the direction of the teacher.

<b>Ministry Area/Department</b>	Children's Sunday School
<b>Position</b>	Preschool teacher assistant
<b>Accountable To</b>	Preschool teacher
<b>Ministry Target</b>	Preschoolers (ages 2 to 5/prekindergarten)
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Shepherding • Serving • Exhortation
<b>Talents or Abilities Desired</b>	Able to communicate well with children • Able to allow someone else to lead, but willing to take the lead when necessary
<b>Best Personality Traits</b>	Dependable-expresser
<b>Passion For</b>	Discipling children and providing support for other leaders
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in teachers' 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: handouts, craft supplies, etc.
4. Distribute handouts to children; help children with crafts or activities as needed.
5. Escort children to the restroom if it is not connected to the classroom. Assist younger children as needed; ensure hand washing. (**Note:** It might be best if a woman is responsible for this task.)
6. Help prepare and serve light snacks, such as crackers and juice, near end of class.
7. Pray for class members and visitors.

## PUPPET DIRECTOR

The puppet director is responsible to oversee the entire puppet ministry and ensure excellence in organization, skit content and presentation. This arm of ministry will hold children's interest while helping them comprehend and retain God's Word.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Puppet director
<b>Accountable To</b>	Children's ministry director
<b>Ministry Target</b>	Preschoolers, children and occasionally other special groups
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Exhortation
<b>Talents or Abilities Desired</b>	Good organizational skills
<b>Best Personality Traits</b>	Dependable
<b>Passion For</b>	Discipling children through a creative puppet ministry
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a month

### RESPONSIBILITIES/DUTIES

1. Participate in leaders' meetings and training opportunities.
2. Recruit, train and organize puppeteers.
3. Plan and implement puppeteer rotation schedule.
4. Select or create puppet scripts.
5. Arrange to order or have puppets made and kept in good repair.
6. Contact volunteers to help construct props needed for the puppet ministry.
7. Direct rehearsals and presentations.
8. Schedule occasional special presentations for regular worship services, nursing homes, orphanages or other avenues of outreach.
9. Oversee budget and expenditures for the puppet ministry.

# PUPPETEER

Puppeteers are responsible to prepare for and present weekly and special puppet presentations for the purpose of reaching and ministering to children or other special audiences.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Puppeteer
<b>Accountable To</b>	Puppet director
<b>Ministry Target</b>	Preschoolers, children and other special groups
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Regular attendee
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Exhortation
<b>Talents or Abilities Desired</b>	Organizational skills
<b>Best Personality Traits</b>	Dependable
<b>Passion For</b>	Puppetry and teaching children
<b>Length of Service Commitment</b>	One year minimum

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a month

## RESPONSIBILITIES/DUTIES

1. Participate in training sessions.
2. Study and rehearse puppet scripts.
3. Report puppet repair needs to puppet director.
4. Participate in puppet presentations.
5. Pray for the children or other audience prior to every presentation.

## RESOURCE ROOM MANAGER

The resource room manager is responsible for managing the supplies and equipment available for children's ministry functions.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Resource room manager
<b>Accountable To</b>	Children's ministry director
<b>Ministry Target</b>	Preschool and children's teachers and assistants
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Administration
<b>Talents or Abilities Desired</b>	Organizational skills
<b>Best Personality Traits</b>	Dependable • Team spirit • Leader-analyst or dependable-analyst
<b>Passion For</b>	Organization and efficiency • Providing support services to leaders
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** no requirement

### RESPONSIBILITIES/DUTIES

1. Organize and keep inventory record of supplies in the children's ministry resource room.
2. Report low inventory or special supply needs to children's ministry director.
3. Distribute supplies as needed to teachers; note items and quantity of inventory reduction on inventory record.
4. Sign out special equipment loaned to teachers and assistants. Sign in equipment returned.

## VACATION BIBLE SCHOOL ASSISTANT

The Vacation Bible School (VBS) assistant is responsible for providing hands-on assistance in a designated area of VBS and helping keep order among the children throughout the program.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Vacation Bible School assistant
<b>Accountable To</b>	Vacation Bible School director
<b>Ministry Target</b>	Children of church members and unchurched neighbors
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving • Shepherding
<b>Talents or Abilities Desired</b>	Communicate well with children
<b>Best Personality Traits</b>	Outgoing • Compassionate • Expresser-dependable or dependable-expresser
<b>Passion For</b>	Reaching children with God's love
<b>Length of Service Commitment</b>	One season

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a day during VBS
2. **Participating in meetings/training:** two hours minimum planning and training prior to VBS

### RESPONSIBILITIES/DUTIES

1. Assist VBS director or leader as needed in study, craft, game, special activity, music or refreshment sessions.
2. Help keep order; guide, direct or escort children to next activity, session or to restroom.

## VACATION BIBLE SCHOOL DIRECTOR

The Vacation Bible School (VBS) director is responsible for planning, promoting and overseeing the entire VBS program.

<b>Ministry Area/Department</b>	Children's ministry
<b>Position</b>	Vacation Bible School director
<b>Accountable To</b>	Children's ministry director
<b>Ministry Target</b>	Children of church members and unchurched neighbors
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Shepherding • Exhortation
<b>Talents or Abilities Desired</b>	Good organizational and communication skills
<b>Best Personality Traits</b>	Dependable • Team Spirit • Motivator
<b>Passion For</b>	Reaching children with God's love
<b>Length of Service Commitment</b>	One season

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** six hours a day during VBS
2. **Participating in meetings/training:** thirty hours in planning and organizing and in training workers during the two to three months prior to VBS

### RESPONSIBILITIES/DUTIES

1. Coordinate with children's ministry director to order VBS curriculum and material.
2. Ensure that sufficient quantities of VBS supplies are available. Obtain craft materials, etc. through announcements for donations from church members. Purchase what is needed after donations.
3. Work with pastor and children's ministry director to recruit VBS workers.
4. Manage VBS promotion and registration.
5. Plan, promote and carry out a VBS worker-training workshop.
6. Distribute supplies to VBS workers.
7. Oversee entire VBS program; plan and direct special services/programs.
8. Collect visitor information from registration forms for follow-up:
  - a. VBS director sends letter to children's parents, thanking them for allowing child to participate and inviting them to other church functions.

- b. Teachers send cards to students—thank-you-hope-you-enjoyed-come-again card.
  - c. Give unchurched prospect information to church outreach director for follow-up.
9. Pray diligently for workers and children.
  10. Oversee budget and expenditures for the VBS program.

## VACATION BIBLE SCHOOL LEADER

The Vacation Bible School (VBS) leader is responsible to share God’s love and teach His Word to children through a variety of methods, according to the area of ministry to which he or she is assigned.

<b>Ministry Area/Department</b>	Children’s ministry
<b>Position</b>	Vacation Bible School leader
<b>Accountable To</b>	Vacation Bible School director
<b>Ministry Target</b>	Children of church members and unchurched neighbors
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Teaching • Exhortation • Shepherding
<b>Talents or Abilities Desired</b>	Communicate well with children
<b>Best Personality Traits</b>	Dependable-expresser or dependable-leader • Compassionate
<b>Passion For</b>	Reaching children with God’s love
<b>Length of Service Commitment</b>	One season

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** five hours a day during VBS
2. **Participating in meetings/training:** fifteen hours minimum planning and training prior to VBS

### RESPONSIBILITIES/DUTIES

1. Provide leadership and instruction to a specific age-group of children in a designated area of VBS. Each leader will be assigned 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.
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. Teachers mail thank-you cards to children to show appreciation for their participation in VBS and to encourage them to come again.