

CK Volunteer Job Description, Expectations and Responsibilities

Baby and Toddler Childcare – 8:30, 9:45 & 11:00

Groups

- Babies (age 0-1) – Room 118
- Toddlers (age 1-2½) – Room 101

Responsibilities / Expectations

- Arrive 15 minutes before scheduled service time (8:15, 9:30, 10:45).
- Pray! Pray! Pray! Pray individually for children as they play, as they listen to the story, and for the other caregivers as you work together.
- Clearly wear your volunteer badge or appropriate volunteer shirt or vest.
- Oversee the check-in and check-out process
 - All children should have name stickers on their person.
 - Parents should receive a Parent ID card, which they will present to claim child.
 - If they don't have their Card they will need to wait for the Children's Minister or Nursery Coordinator before the child is released.
- Every child's diaper should be changed before parent's pick up. Potty training children should 'try' at least once.
- Clean and straighten the room after the children leave.
- Report and concerns or ideas for improvement to the Children's Minister.
- Place any dirty linens in the dirty linen container.
- Put away dirty toy container and replace with clean toy container for next group.
- Attend occasional Early Childhood Ministry meetings.
- Faithfully attend a worship service of your choice and hopefully plug into a adult or student discipleship class based on your age.

Interacting With Parents:

- Always thank the parent for bringing their child. It is our privilege to serve them
- Always smile (even when you are tired)
- Always tell the parents about any diaper or feeding events
- Always follow dismissal plan

Preschool (2½ - K5) – 8:30 & 11:00

Groups

- 2's – K5 - Room 104

Format

- Large group style using a large group style curriculum
- Group of leaders with specific role.

Responsibilities / Expectations

- Arrive 15 minutes before scheduled service time (9:30).
- Pray! Pray! Pray! Pray individually for children as they play, as they listen to the story, and for the other leaders as you work together.
- Obtains leaders materials and supplies prior to a session
- Plan and prepare in advance for individual roles within the large group setting. (Roles could possible be combined).
 - Host
 - Storyteller
 - Music
 - Tech
- Adult leader will coordinate individual roles within the large group setting
- Take responsibility for creating the large group environment based on the large group theme.
 - This could include props, poster, etc...
 - Please submit any proposal/ideas to Pastor Joey
 - CK ministry will assume cost for all environments.
- Greets preschoolers and their parents at the door as they arrive and maintains department security system.
- Oversee the check-in and check- process
 - All children should have name stickers on their person.
 - Parents should receive a Parent ID card, which they will present to claim child.
 - If they don't have their Card they will need to wait for the Children's Minister or Nursery Coordinator before the child is released.
- Clean and straiten the room after the children leave.
- Report and concerns or ideas for improvement to the Children's Minister.
- Attend occasional Volunteer meetings.

Interacting With Parents:

- Always thank the parent for bringing their child. It is our privilege to serve them
- Always smile (even when you are tired)
- Always tell the parents about positive aspects of their child's day.
- Always share any ongoing concerns (behavioral, etc) with Children's Pastor prior to any conversation with Parents
- Always follow dismissal plan

Preschool (2½ - K5) – 9:45

Groups

- 2's & 3's (age 2½ - 3) – Room 102
- K4 & K5 (age 4 – 5) – Room 103

Format

- Classroom based with teacher and assistants.
- Follow a classroom style curriculum.

Responsibilities / Expectations

- Arrive 15 minutes before scheduled service time (9:30).
- Pray! Pray! Pray! Pray individually for children as they play, as they listen to the story, and for the other leaders as you work together.
- Obtains teaching materials and supplies prior to a session
- Plan and prepare in advance for individual and small group Bible-learning experiences
- Greets preschoolers and their parents at the door as they arrive and maintains department security system.
- Oversee the check-in and check- process
 - All children should have name stickers on their person.
 - Parents should receive a Parent ID card, which they will present to claim child.
 - If they don't have their Card they will need to wait for the Children's Minister or Nursery Coordinator before the child is released.
- Clean and straiten the room after the children leave.
- Report and concerns or ideas for improvement to the Children's Minister.
- Attend occasional Early Childhood Ministry meetings.

Interacting With Parents:

- Always thank the parent for bringing their child. It is our privilege to serve them
- Always smile (even when you are tired)
- Always tell the parents about positive aspects of their child's day.
- Always share any ongoing concerns (behavioral, etc) with Children's Pastor prior to any conversation with Parents
- Always follow dismissal plan

Elementary Small Groups (grades 1st – 5th) – 8:30 & 11:00

Small Group (3rd floor)

- Team 12 (1st – 2nd) – Room 304
- Team 34 (3rd-4th) – Room 306-307
- Team 5 (5th) – Room 301-303

Format

- Small group style using a small group style curriculum
- Small group leaders with assistant in small group setting.

Responsibility / Expectations

- Lead small group activities based on monthly virtues. (See small group material as example of the material you will use)
- Download leader material/lesson from the website.
- Being prepared each week by studying in advance the lesson and being familiar with all activities.
- Utilize the material and resources that will be provided for you.
- Take responsibility for creating the small group environment based on the monthly virtue.
 - This could include props, poster, etc...
 - Please submit any proposal/ideas to Pastor Joey
 - CK ministry will assume cost for all environments.
- Planning small group events, at least 1 time a quarter away from the Sunday morning schedule.
 - Examples of these could be bowling, putt putt, etc...
 - CK ministry will help supplement cost of these events.
 - Coordinate these events with the small group leader
- Be on time each time you serve with a smile on your face
 - This means you must arrive by 8:15 or 10:45 (15 minutes ahead)
 - Small Group Leaders should always be waiting on kids to arrive not parents and kids waiting on volunteers to arrive.
- Attend leader/training meetings when scheduled
- Faithfully attend regular worship service of your choice and hopefully plug into a Adult or Student discipleship group based on your age.
- If you have a schedule conflict you will be expected to make contact with an approved substitute and provide them with all the materials they will need to effectively lead the small group time.

Elementary Large Group (grades 1st – 5th) – 9:45

Large Group (The Stadium)

- Team 12 (1st – 2nd) – Room 304
- Team 34 (3rd-4th) – Room 306-307
- Team 5 (5th) – Room 301-303

Format

- Large group style using a large group style curriculum
- Group of leaders with specific role.

Responsibility / Expectations

- Arrive 15 minutes before scheduled service time (9:30).
- Pray! Pray! Pray! Pray individually for children as they play, as they listen to the story, and for the other leaders as you work together.
- Obtains individual materials online and help with supplies prior to large group gathering
- Plan and prepare in advance for your individual roles within the large group setting. (Roles could possibly be combined).
 - Host
 - Storyteller
 - Music
 - Tech
- Environmental Coordinator/team is responsible for creating the large group environment based on the large group theme.
 - This could include props, poster, etc...
 - Please submit any proposal/ideas to Pastor Joey
 - CK ministry will assume cost for all environments.
- Greets kids and their parents at the door as they arrive and maintains department security system.
- Report and concerns or ideas for improvement to the Children's Minister.
- Attend leader/training meetings when scheduled
- Faithfully attend regular worship service of your choice and hopefully plug into a Adult or Student discipleship group based on your age.
- If you have a schedule conflict you will be expected to make contact with an approved substitute and provide them with all the materials they will need to effectively lead the small group time.

CK Greeters Team - 8:30, 9:45, 11:00

Responsibility / Expectations

- Arrive 15 minutes before scheduled service time (8:15, 9:30, 10:45).
- Asked to serve Weekly or Bi-Weekly. (Will be able to still attend Worship and Adult SS on Sunday serving).
- Make sure the check-in center is up and running including making sure computer is on, printer has paper and any scanners working.
- Greet kids and their parents at the check out center.
- Help kids register and get a name bag for the day.
- Help visiting parents register kids.
- Help visiting parents gain important information and understanding concerning CK Ministry
- Help parents find their way to the Sanctuary or Classroom and back.
- If you have a schedule conflict you will be expected to make contact with an approved substitute and provide them with all the materials they will need to effectively lead the small group time.