

Sign-in/out table

Dates: Monthly rotation (once every four months, every Sunday in that month
example: you would serve Sundays in Jan., April, July, and Oct.)

Times: 8:30am -10:10am
11:20am- the last child is picked up

Description:

- Show up at 8:30am to pray, be prayed for, and learn what the lesson will be for the week, (The message etc.)
- Greet parents; make sure child is signed in properly, make sure child and parent have proper name tags, make sure child has a bible, and hand child over to Co-teacher
- Be back at the table before the first parent arrives, check out each child to there parent , make sure child return or leaves with bible, ask child to recite to parent the “message,” give parent a weekly sheet as you tell them what we learned and how there child behaved
- Give parents any other hand-out or upcoming information regarding children’s ministry

Sunday Team Leader

Dates: Monthly rotation (once every four months, every Sunday in that month
example: you would serve Sundays in Jan., April, July, and Oct.)

Times: 8:30am-last child leaves

Description:

1. Call all volunteers by or before Wed. to make sure they teaching
2. Arrive at 8:30 am
3. Make sure all volunteers are accounted for
4. Lead all volunteers in prayer
5. Assist volunteers in finding and gather supplies needed for lesson
6. Assist volunteers in any minor set up
7. Make sure all volunteers have water (for themselves to drink)
8. Distribute snacks for each classroom
9. Make sure the classroom’s are left in the same condition they were found
10. Check supplies are put back properly
11. Collect:
 - a. Roll sheets
 - b. Any request forms (comments cards, supply request form, etc.)
 - c. Extra curriculum, flyers, applications, blank forms, etc.

- d. Sign in box
12. Debrief with all volunteers
 - a. Ask them how it went (good, bad, indifferent)
 - b. Thank all volunteers
 - c. Find something to complement them about
 - d. Confirm the next time they will be serving
 - e. Pray
13. Go have a blessed week...

TEACHER

Dates: Monthly rotation (once every four months, every Sunday in that month
example: you would serve Sundays in Jan., April, July, and Oct.)

Times: 8:30am-last child leaves

Description:

- Show up at 8:30am to pray, be prayed for;
- Collect all materials you will be needing to teach the lesson
- Teach the lesson through the love god
- Stay till the last child has been picked up by parent or guardian
- Make sure we leave the room in the same condition or better
- Make sure all supplies get put back
- Give feedback good bad or otherwise
- Stay for a 2-10 min. debriefing and prayer

CO-TEACHER

Dates: Weekly rotation (once a month every month) or monthly rotation (once every four months, every Sunday in that month example: you would serve Sundays in Jan., April, July, and Oct.)

Times: 8:30am-last child leaves

Description:

- Show up at 8:30am to pray, be prayed for;
- Collect all materials you will need to teach the lesson. (It is best if you review the lesson before that morning)
- Assist with activities, crafts, games, etc.
- Keep children focused while teacher is teaching
- Prepare snack
- Stay till the last child has been picked up by there parent or guardian
- Make sure we leave the room in the same condition or better
- Make sure all supplies get put back
- Give us feedback good bad or otherwise
- Stay for a 2-10 min. debriefing and prayer

WORSHIP TEAM MEMBER

Dates: Monthly rotation (once every four months, every Sunday in that month example: you would serve every Sundays in Jan., April, July, and Oct.)

Times: 8:30am -10:30am

Description:

- Engage the children in worship with you as you ... (sing, play an instrument, dance, etc.)
- Make sure we leave the room in the same condition or better
- Give us feedback good bad or otherwise
- Stay for a 2-10 min. debriefing and prayer

WORSHIP TEACHER

Dates: Weekly rotation (once a month every month) or monthly rotation (once every four months, every Sunday in that month example: you would serve Sundays in Jan., April, July, and Oct.)

Times: 8:30am-last child leaves

Description:

- Teach the children to ... (sing, play an instrument, dance, etc.)
- Make sure we leave the room in the same condition or better
- Give us feedback good bad or otherwise
- Stay for a 2-10 min. debriefing and prayer

Set-up/Take

Dates: Monthly rotation (once every four months, every Sunday in that month
example: you would serve Sundays in Jan., April, July, and Oct.)

Times: 8:30am -9:30am
Directly after serves

Description:

- Show up at 8:30am to pray, be prayed for, and learn what the lesson will be for the week, (The message etc.)
- Set up classrooms (Tables, chairs, mats, rugs, etc.), sign-in table, worship, and pending the lesson plan other equipment
- Be back after service to take it all down and neatly pack it back away

Scheduling

Description:

- Be responsible for e-mail a reminder to everybody at the beginning of every month who will be serving that month
- Calling everybody throughout the week prior to when they are scheduled to serve. Verify they will be serving, the time, dates, & positions they will be serving
- Finding replacement for any holes in the schedule
- Planning family day, mother daughter outing, etc.

Administration

Description:

- Maintaining files, contact lists, etc.
- Keeping track of Birthdays, anniversaries, etc. and sending out cards
- Taking and organizing notes from children's ministry meetings
- Sending letters
- Making follow up phone calls

Shopper:

Description: Go shopping for children's ministry items such as snack's, art supplies, crafts, etc.

Crafts

Description: Putting together all the crafts and activities for the prior week's lesson plan cutting, gluing, and much more.

Host:

Dates: Once a month

Times: Various

Description: Open your home to the children at least once a month for fellowship and fun... (Swimming, baseball, sleepovers...)

Prayer Leader/Team:

Dates: Once a month

Times: Various

Descriptions: Either open your home or gather in another home to pray for children's ministry once a month

Other

Please feel free to share any other areas God has placed on your heart to serve and/or gifts you would like to share with the kids