

Children's Ministry Classroom Coordinator

PURPOSE:

To share Christ's love with children so He can win their hearts at a young age.

OBJECTIVE:

This is accomplished by providing age appropriate curriculum, materials and a loving environment fused with God's presence and purposes. Each child is nurtured with the Word to draw each one into a journey to eternity.

PARTICIPATION REQUIREMENTS:

- Committed to Jesus Christ
- Growing in God
- Living a life that glorifies God
- Committed to Vancouver Vineyard as home church
- Regularly tithe to Vancouver Vineyard
- Make a 1 year commitment
- Regular attendance at a Life Group
- Willing to submit to Ministry Overseer
- Attend 80% of regular Sunday service at Vancouver Vineyard

RESPONSIBILITIES:

- Pray
- Oversee classroom teachers, assistant teachers and helpers.
- Assist Children's Pastor with recruitment and training of volunteers.
- Provide support, encouragement and feedback to the team.
- Review & select curriculum annually.
- Create and implement team schedule for one year.
- Provide updated schedule information to Children's Pastor and office.
- Oversee substitute replacement as needed.
- Attend monthly meetings.
- Oversee inventory, condition of room, equipment and materials.
- Submit requests to Children's Pastor.
- Attend annual training and meeting.

(cont'd)

Children's Ministry Classroom Coordinator *cont'd*

- Participate in at least one but not limited to a 'Family Building Event'.
- Report any concerns or challenges to the Children's Pastor.
- Practice good communication skills with team, parents, children and volunteers.
- Learn and follow all policies and procedures for children.

VALUES (or Qualities):

- Servant's heart
- Friendly, nurturing, honest and caring
- Consider your potential as a teacher or assistant teacher
- Dependable & Punctual
- Good Communicator

TRAINING:

- Once a year or as needed
- Classroom Orientation

LEAD CONTACT:

Sandy Ree 360.891.4524
Email: sandy@vancouvervineyard.com

Children's Ministry Classroom Maintenance & Safety

PURPOSE:

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RESPONSIBILITIES:

- Repair any equipment that is broken or damaged.
- Change or replace items requested by Children's Pastor.
- Provide Nursery and Toddler Room Bi-Weekly Sanitation and Toy Rotation.
- Deep clean and sanitize toys, furniture and other surfaces in all classrooms twice a year.

VALUES (or Qualities):

Servant heart.

Self motivated and self directed.

Ability to address needs quickly.

Dependable

Knowledgeable and capable.

TRAINING:

- Once a year or as needed
- Classroom Orientation

LEAD CONTACT:

Sandy Ree 360.891.4524
Email: sandy@vancouvervineyard.com

Children's Ministry

Helper / Trainee

PURPOSE:

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RESPONSIBILITIES:

- Pray
- Assist with prep & set-up of classroom 15 minutes prior to class.
- Meet and greet children and parents in a friendly manner.
- Maintain an attitude of flexibility. Be willing to serve in other classrooms.
- Engage in worship, lesson time and hands-on learning time by modeling
- appropriate behavior.
- Provide assistance/comfort to children who need one-on-one
- attention/redirection.
- Provide assistance to teacher(s) as requested.
- Assist with classroom clean-up.
- Attend annual training and meeting.

(cont'd)

Children's Ministry

Helper Trainee *cont'd*

- Participate in at least one but not limited to a 'Family Building Event'.
- Report any concerns or challenges to the teacher, Team Coordinator and/
- Children's Pastor.
- Learn and follow all policies and procedures for children.

VALUES (or Qualities):

- Servant's heart
- Friendly, nurturing, honest and caring
- Consider your potential as a teacher or assistant teacher
- Dependable & Punctual
- Good Communicator

TRAINING:

- Once a year or as needed
- Classroom Orientation

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Children's Ministry

Hospitality Greeter

PURPOSE:

To share Christ's love with children so He can win their hearts at a young age.

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RESPONSIBILITIES:

- Arrive 10 minutes prior to doors opening to classrooms.
- Meet and greet children and parents.
- Guide a tour for guests.
- Collect 'New Family Information Sheet'. Review and return to Children's
- Pastor.
- Provide nametag(s) for new guests.
- Extend invitation to any upcoming events and /Life Groups.
- Distribute flyers, newsletters or other relevant information!
- Attend annual training and meeting.
- Learn and follow all policies and procedures for children.

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Children's Ministry

Hospitality Greeter *cont'd*

VALUES (or Qualities):

- Servant's heart
- Friendly, nurturing, honest and caring
- Consider your potential as a teacher or assistant teacher
- Dependable & Punctual
- Good Communicator

TRAINING:

- Once a year or as needed
- Classroom Orientation

LEAD CONTACT:

Sandy Ree 360.891.4524

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Children's Ministry

Teacher Assistant

PURPOSE:

To share Christ's love with children so He can win their hearts at a young age.

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RESPONSIBILITIES:

- Pray
- Assist with prep & set-up of classroom 15 minutes prior to class.
- Meet and greet children and parents in a friendly manner.
- Engage in worship, lesson time and hands-on learning time by modeling appropriate behavior.
- Provide assistance/comfort to children who need one-on-one attention/redirection.
- Engage & exhibit God's love and presence to children, parents and team members.
- Provide assistance to teacher(s) as requested.
- Assist with classroom clean-up.
- Attend annual training and meeting.
- Participate in at least one but not limited to a 'Family Building Event'.

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Children's Ministry

Teacher Assistant *cont'd*

- Report any concerns or challenges to the teacher, Team Coordinator and Children's Pastor.
- Learn and follow all policies and procedures for children.

VALUES (or Qualities):

- Servant's heart
- Friendly, nurturing, honest and caring
- Consider your potential as a teacher or assistant teacher
- Dependable & Punctual
- Good Communicator

TRAINING:

- Once a year or as needed
- Classroom Orientation

LEAD CONTACT:

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Children's Ministry

Teacher

PURPOSE:

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RESPONSIBILITIES:

- Pray
- Prep and set-up classroom 15 minutes prior to class.
- Study curriculum & prepare required teaching materials.
- Implement curriculum.
- Meet & greet children and parents.
- Learn and follow all policies and procedures for children.
- Engage & exhibit God's love and presence to children, parents and team members.
- Inventory and request materials for teaching.
- Clean-up classroom.
- Maintain Sign-in sheets, number system and explain to guests.
- Oversee safe departure of every child.
- Provide redirection/intervention for children when necessary.
- Attend quarterly meetings.
- Oversee Teacher Assistants

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Children's Ministry

Teacher *cont'd*

- Keep attendance records.
- Collect 'New Family Information Sheet'. Review and return to Children's Pastor.
- Collect quotes; photo's, art work and cherish able moments to share with
- team members and parents.
- Participate in one 'Family Building Event' once a year.
- Communicate ideas, suggestions and feedback to Team Coordinator and Children's Pastor.
- Attend annual training and meeting.

VALUES (or Qualities):

- Servant's heart
- Friendly, nurturing, honest and caring
- Consider your potential as a teacher or assistant teacher
- Dependable & Punctual
- Good Communicator

TRAINING:

- Once a year or as needed
- Classroom Orientation

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Children's Ministry

Worship Leader Assistant

PURPOSE:

To share Christ's love with children so He can win their hearts at a young age.

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- Regular attendance at a Life Group
- Willing to submit to Ministry Overseer
- Attend 80% of regular Sunday service at Vancouver Vineyard

RESPONSIBILITIES:

- Pray
- Arrive 15 minutes prior to Kids Worship service.
- Rehearse music with team.
- Display an attitude of worship and Godly purpose.
- Assist children into an atmosphere of worship to experience and enjoy God's presence.
- Play instrument(s), sing, read scripture and interpret music through hand motions or guided dance.
- Assist with planning, preparing and implementing two 'Kids Worship Events' for the church.
- Attend annual training and meeting.
- Learn and follow all policies and procedures for children.

Children's Ministry

Worship Leader Assistant *cont'd*

- Report any concerns or challenges to the teacher, Team Coordinator and Children's Pastor.
- Learn and follow all policies and procedures for children.

VALUES (or Qualities):

- Authentic, honest, heartfelt worship
- Holy Spirit guided and directed
- Good communicator
- Displays a high regard for children and has a heart to interact and lead.
- Friendly, fun and helpful.
- Dependable

TRAINING:

- Once a year or as needed
- Classroom Orientation

LEAD CONTACT:

Sandy Ree 360.891.4524

Email: sandy@vancouvervineyard.com

(cont'd)

Children's Ministry

Worship Leader

PURPOSE:

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- Make a 1 year commitment
- Regular attendance at a Life Group
- Willing to submit to Ministry Overseer
- Attend 80% of regular Sunday service at Vancouver Vineyard

RESPONSIBILITIES:

- Pray
- Arrive 15 minutes prior to Kids Worship service.
- Prep and prepare music for service. Rehearse music with team.
- Lead children into an atmosphere of worship to experience and enjoy God's presence.
- Pray instrument(s), sing, read scripture and utilize many other forms of worship as God leads.
- Plan, prepare and implement two 'Kids Worship Events' for the church.
- Meet Quarterly with Children's Pastor.
- Attend annual training and meeting.
- Learn and follow all policies and procedures for children.

Children's Ministry

Worship Leader *cont'd*

- Report any concerns or challenges to the teacher, Team Coordinator and Children's Pastor.
- Learn and follow all policies and procedures for children.

VALUES (or Qualities):

- Authentic, honest, heartfelt worship
- Holy Spirit guided and directed
- Good communicator
- Displays a high regard for children and has a heart to interact and lead.
- Friendly, fun and helpful.
- Dependable

TRAINING:

- Once a year or as needed
- Classroom Orientation

LEAD CONTACT:

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