

Southern Hills Christian Church

All Star Volunteers Job Description

Positions and Expectations

The children's ministry is one of the most important programs at Southern Hills Christian Church. Southern Hills is a healthy and growing church with programs that complement each other. When a parent feels comfortable leaving their child in a youth program they are more likely to return to that church. Therefore we find it imperative to provide a safe, loving, and comfortable environment for every child. We use the few hours we have with kids to teach them the word of God and how Jesus loves us. We teach in a creative and fun way so that kids can remember the Bible lessons and desire to come back for more. We help children grow in their love for God through worship, fellowship, and teaching. The kid's ministry is set up in such a way that volunteers are the foundation to the program and each person on our team ministers to the families. When we build relationships with kids and teach them about the redeeming love of Christ, we are doing ministry.

MISSION

Our mission in All Stars is: To supplement the family in reaching children and leading them to become fully devoted followers of Jesus Christ.

GENERAL EXPECTATIONS

We do not expect you to be an expert! All of our volunteers are regular people who have a passion and love for ministering to children. You do not need a formal education or a degree to be a volunteer, but there are a few expectations for all volunteers:

- Have a personal relationship with Jesus.
- Complete a volunteer application and background check.
- Support the vision of Southern Hills with your actions and your words.
- Be willing to be instructed and led by the Children's Pastor.
- Be early. A good volunteer arrives early. A great volunteer arrives even earlier.
- Be aware of first time guests and make everyone feel welcome and at home.
- Be prepared and fully ready for your task.
- Communicate when you know you can not fulfill your responsibilities.
- Attend one of the adult services in addition to the All Star service. Attend One. Serve One. We value servants but we want you to be fed too.
- Dress appropriately and be properly groomed.
- Attend meetings and follow communication via Elvanto.

POSITIONS & EXPECTATIONS

ALL STAR SERVICE COORDINATOR

Term: 12-month commitment

Service Coordinators are to work with the Children's Pastor to shepherd a team of volunteers and to take each volunteer to the next level in their leadership.

- Report to the Children's Pastor.
- Pray for a ministry team of volunteers with specific prayers.
- Encourage each member toward spiritual growth and community.
- Coordinate volunteers with scheduling each classroom area for a specific service time.
- Actively seek new volunteers to join the team.
- Provide direction within a classroom with new teachers to help show them the process of managing the classroom.
- Direct any problems or concerns that come up with parents, other teachers, or children to the Children's Pastor.
- Be a spiritual model for your group members in service, evangelism, life and love for God and people.

Small Group Leader

Term: 12-month commitment

Small Group Leaders are the core ministry leaders for the All Stars Ministry. They shepherd the children through questions about the story and biblical truth, engage them in community-building activities, and help them develop a true relationship with Jesus. Everything a SGL does should fit into the category of spiritual development, relationship building, or establishing and maintaining an organized structure to ensure the highest level of success possible in All Star families. SGL's commit to a year-long small group teaching setting. They will pour into a specific age group until August each year, and in this month they will meet with the Children's Pastor to commit to another year with this class or a different group if they prefer. SGL's are expected to:

- Report to the service coordinator.
- Arrive 20 minutes early on days you are volunteering.
- Be able to understand the lesson materials and share them with the students.
- Interact with the students positively and explain all crafts and activities.
- Be willing to be an example during the worship time.
- Give at least a 1 week notice for vacations.
- Know the parents of the students in your Small Group.
- Show genuine interest for each student in your Small Group.

- Be flexible and able to work with any number of kids.
- Dress appropriately and be properly groomed.
- Pray for the students and families under your care.
- Notify the service coordinator if you are low on supplies in your room.
- Oversee Assistant SGL's.

ASSISTANT SMALL GROUP LEADER

Term: 6-month commitment with rotation possibilities

Assistant SGL's provide the support necessary to lead a group of students. They help prepare activities, keep the kids on task and engaged, and are a spiritual role model to the kids in their classroom. Some Assistant SGL's may one day become a lead SGL and others may continue to assistant without that added responsibility.

- Report to the SGL.
- Arrive 20 minutes early on days you are volunteering.
- Be able to understand the lesson materials.
- Interact with the students positively and assist with crafts and activities.
- Be willing to be an example during the worship time.
- Give at least a 1 week notice for vacations.
- Know the parents of the students in your Small Group.
- Show genuine interest for each student in your Small Group.
- Be flexible and able to work with any number of kids.
- Dress appropriately and be properly groomed.
- Pray for the students and families under your care.
- Notify the coordinator if you are low on supplies in your room.

FIRST IMPRESSIONS

Term: 3-month commitment with rotation possibilities

Greeters create loving, warm, accepting environments for families as they enter the church. Greeters are the first impression that families get when they come to Southern Hills and giving them confidence from the very beginning is essential! This is a great role for those with outgoing personalities and techies.

- Report to Service Coordinator.
- Arrive 30 minutes before the scheduled service.
- Have general computer knowledge and special knowledge of the check-in software and processes.
- Greet everyone warmly and assist families with the check in when needed.
- Help walk first time guests through the check in procedure and answer the questions they have before they even need to ask.

- Be able to direct children to SGL's and help make them feel comfortable if they arrive late.
- Be ready to answer questions pertaining to the All Star's Ministry, including upcoming events, classroom locations, etc.
- Always be approachable; have a smile on you face and make eye contact.
- Oversee the High 5 Team associated with your service.

HIGH 5 TEAM

Term: 1 month

The High 5 Team welcomes everyone to All Stars by standing near the front door and giving high fives! When kids are greeted by kids, it helps them feel safe and welcome. Your job is to be friendly and inviting.

- Report to First Impressions.
- Arrive 30 minutes before the scheduled service.
- Always be approachable; have a smile on you face and make eye contact.
- Don't cause any pain or harm while giving high fives. Be kind.

CRAFT TEAM

Term: 6 months

The craft team will work to brainstorm, plan, and prepare crafts as needed that will engage students and further the lesson.

- Report to the Service Coordinators.
- Research the lessons to create application driven crafts.
- Keep stock of craft supplies.
- Maintain a budget of spending.
- Evaluate the effectiveness and use of crafts.

SUBSTITUTE

Term: As you are available

We are often in need of substitutes in all kid's ministry areas for when our regular volunteers are not available. See above for descriptions on each ministry area.

- Report to the Service Coordinators.
- Follow the expectations of the position for which you are substituting.

LARGE GROUP POSITIONS & EXPECTATIONS

ALL STAR SERVICE PRODUCER

Term: 12-month commitment

The All Star Service Producer will work with the Children's Pastor to shepherd the team of volunteers who lead through production and take each volunteer to the next level in their leadership.

- Report to the Children's Pastor.
- Pray for the ministry team of volunteers with specific prayers.
- Encourage each member toward spiritual growth and community.
- Coordinate volunteers with scheduling each service.
- Actively seek new volunteers to join the team.
- Provide direction and techniques with leaders to help show them the process of producing a quality service.
- Direct any problems or concerns that come up with music, technology, actors, staging, or children to the Children's Pastor.
- Be a spiritual model for your group members in service, evangelism, life and love for God and people.

SKIT ACTOR

Term: 8-week commitment

Skit Actors create an exciting atmosphere by leading the drama skits in the large group portion of service. Skits are generally the kids' most favorite part of All Stars and each skit is designed to create a memory that can bring the Bible story to life.

- Report to the Service Producer.
- Arrive 1 hour before your scheduled service to practice skit.
- Come to practice prepared.
- Be patient with others in the skit and the sound booth volunteer.
- Maintain your costume appropriately in the storage closet.
- Be willing to record the skit or have a replacement if schedules dictate.
- Do not use crude or inappropriate words or topics.
- Avoid improvisation.
- Have a good attitude and be warm to the children.
- Oversee the skit extras.

SKIT EXTRA

Term: 1-week commitment

Skit Extras are kids who use their gift of acting to help with dramas and skits in All Stars. Skits are generally the kids' most favorite part of All Stars and each skit is designed to create a memory that can bring the Bible story to life. Extras are needed from time to time to add to the skit production.

- Report to the Skit Actor.
- Arrive 30 minutes before service to practice.
- Practice and rehearse your role.
- Speak loud and clear if directed.
- Be at your spot and ready to go when the skit starts.

LARGE GROUP LEADER

Term: 12-month commitment with rotation possibilities

The Large Group Leader has a dynamic stage presence that engages kids. They enthusiastically present and recount the Bible passage for the kids in an engaging way. The Leader also guides the children into a time of natural worship response.

- Report to Service Producer.
- Pray for your service and the children that attend before the service and during the week.
- Review Rules.
- Review cues with the MVP Tech (Music, Video, Production) and make sure all props are ready for use.
- Study the Bible stories and come prepared to teach them to the kids.
- Transition to and assist in an upbeat/energetic worship experience.
- Leads the transitions to small groups.
- Regularly meet with the Children's Pastor to discuss issues and agendas.

WORSHIP LEADER

Term: 6-month commitment with rotation possibilities

Worship Leaders work to create an engaging environment where kids can both have fun and worship God by drawing kids in and eliminating distractions.

- Report to Service Producer.
- Arrive 20 minutes before your scheduled service to prepare.
- Pray for the service and the kids that will attend.

- Review songs and hand motions and have confidence to lead them.
- Guide the kids in a meaningful time of worship through music.
- Search for new and relevant songs that can be added to the rotation.
- Know and execute transitions.
- Oversee the worship kids in your service.

WORSHIP KIDS

Term: 1-month commitment

When kids help lead worship from the stage it encourages all the kids in the room to be active and involved in the worship experience. Your goal is to lead the motions and sing the songs confidently to help encourage others to follow along.

- Report to the Worship Leader.
- Arrive 10 minutes before service to talk with the Worship Leader about the song selections and motions.
- Review songs and hand motions and have confidence to lead them.
- Always be encouraging to others, even if they do not participate.
- Follow the Worship Leader in their transitions.

MVP TECH (Music, Video, Production)

Term: 3-month commitment with rotation possibilities

The Southern Hills MVP Team works to create smooth and quality services for kids. They lead all aspects of media in the program including music, video, lighting, computer visuals, drama cues, and video production. Your goal is to help make the service fun and fast-paced for kids.

- Report to the Service Producer.
- Pray for the service and the kids that will attend.
- Arrive 20 minutes before your scheduled service to prepare.
- Review cues with the Large Group Leader (Music, Video, Production).
- Have a basic knowledge of how to work a sound board and technology.
- Be attentive to the speaker and coordinate technology appropriately during service.
- Assist in preparing and setting up technology, visuals and production.
- Oversee the Sound Tech Kids

SOUND TECH KIDS

Term: 3-month commitment with rotation possibilities

The Tech Team works to create smooth and quality services. You will assist in all aspects

of media in the program including music, video, lighting, computer visuals, drama cues, and video production. Your goal is to help the service run smoothly.

- Report to the MVP Tech.
- Pray for the service and the kids that will attend.
- Arrive 15 minutes before your scheduled service to prepare.
- Review cues with the MVP Tech (Music, Video, Production).
- Have a basic knowledge of how to work a sound board and technology.
- Be attentive to the speaker and coordinate technology appropriately during service.

DUGOUT POSITIONS & EXPECTATIONS

DUGOUT COORDINATOR

Term: 12-month commitment with rotation.

For children whose parents volunteer Sunday morning, the Dugout Team ensures that parents can worship with ease while their kids can relax in a service-minded and relationship-building environment. The Dugout Coordinator will oversee this ministry and will work with the Children's Pastor to shepherd a team of volunteers and to take each volunteer to the next level in their leadership.

- Report to the Children's Pastor.
- Pray for a ministry team of volunteers with specific prayers.
- Encourage each member toward spiritual growth and community.
- Coordinate volunteers with scheduling.
- Actively seek new volunteers to join the team.
- Schedule service projects, activities, and ministry opportunities for the kids.
- Provide direction within the dugout with new SGL's to help show them the process of managing the program.
- Direct any problems or concerns that come up with parents, other teachers, or children to the Children's Pastor.
- Be a spiritual model for your group members in service, evangelism, life and love for God and people.

DUGOUT LEADER

Term: 6-month commitment with rotation.

For children whose parents volunteer Sunday morning, the Dugout ensures that parents can worship with ease while their kids can relax in a service-minded and relationship-building environment.

- Report to the Dugout Coordinator.
- Arrive 20 minutes early on days you are volunteering.
- Interact with the students positively and explain all activities.
- Give at least a 1 week notice for vacations.
- Know the parents of the students in the Dugout.
- Show genuine interest for each student in the Dugout.
- Be flexible and able to work with any number of kids.
- Dress appropriately and be properly groomed.
- Pray for the students and families under your care.
- Notify the Dugout coordinator if you are low on supplies or materials.

DUGOUT STUDENT

Term: 3-month commitment with rotation.

For children whose parents volunteer Sunday morning, the Dugout ensures that parents can worship with ease while their kids can relax in a service-minded and relationship-building environment. Your job is to interact with the other kids and be a good example and role model for them to look up to.

- Report to the Dugout Leader.
- Arrive 10 minutes early on days you are volunteering.
- Interact with the students positively and assist with activities.
- Give at least a 1 week notice for vacations.
- Show genuine interest for each student in the Dugout.
- Be flexible and able to work with any number of kids.
- Dress appropriately and be properly groomed.
- Pray for the students and families under your care.
- Notify the Dugout leader if you are low on supplies.

SUPPORT POSITIONS & EXPECTATIONS

SUPPORT COORDINATOR

Term: 12-month commitment with rotation.

Support Coordinators are to work with the Children's Pastor to shepherd a team of volunteers and to take each volunteer to the next level in their leadership.

- Report to the Children's Pastor.
- Pray for a ministry team of volunteers with specific prayers.
- Encourage each member toward spiritual growth and community.
- Coordinate volunteers with scheduling.
- Actively seek new volunteers to join the team.
- Direct any problems or concerns that come up with parents, other teachers, or children to the Children's Pastor.
- Be a spiritual model for your group members in service, evangelism, life and love for God and people.

CREATIVE TEAM

Term: 6-month commitment

For those who are gifted and/or willing to help create environments where children can learn about Jesus and build relationships with one another in a creative and safe location.

- Report to the Support Coordinator.
- Pray for the service and kids who will be in this creative environment.
- Have a basic knowledge of the room and how to utilize the space.
- Work within a budget.
- Research the lessons and themes to create stages and props.
- Help set up and develop the stage.
- Evaluate the effectiveness and use of these environments.

SECURITY LEADER

Term: 12-month commitment with rotation.

The Security leaders help make sure that the ministry area is a safe environment and that no one is in the Children's area that is not supposed to be there.

- Report to Service Coordinator and Assimilation Pastor.

- Arrive 20 minutes before your scheduled service and stay until the next security leader arrives or the areas are closed.
- Have knowledge of security and emergency procedures.
- Wear appropriate identification.
- Serve and protect.

FOOD SERVICES

Term: 6-month commitment

For those who are gifted and/or willing to lead in food services this ministry is for you.

- Report to the Support Coordinator.
- Pray for the kids and families who will be enjoying your food.
- Have a basic knowledge of food preparation and the kitchen.
- Work within a budget.
- Research the best prices and respective quality of food.
- Help set up and serve food.
- Evaluate the effectiveness and use of food at events, taking note for future events.

SET UP TEAM

Term: 6-month commitment

For those who are willing to help set up classrooms and/or ministry events.

- Report to the Support Coordinator.
- Pray for the kids and families who will be attending.
- Have a basic knowledge of the layout and set up process.
- Help set up and organize.
- Evaluate the effectiveness and use of space, taking note for future events.

CLEANING TEAM

Term: 6-month commitment

For those who are willing to help clean classrooms and/or ministry events.

- Report to the Support Coordinator.
- Pray for the kids and families who have attended the event.
- Have a basic knowledge of cleaning procedures.
- Help organize and clean.
- Evaluate the effectiveness and use of space, taking note for future events.

THE WINNING TEAM

Every volunteer is a part of the WIN. This helps us to connect with kids by having meaningful interactions and discussing life-changing principles and to connect with families by inspiring parents to continue to teach their kids about character and faith throughout the week. Here is what the WIN looks like:

W - Welcome.

Welcome parents and kids. Make this personal by learning names and making sure to communicate that we are glad they chose to attend church.

I - Involver.

We become an involver when we see a child that is not involved and encourage them to engaged in something going on in the room (carpet ball, drawing, singing, small group activities, making friends) or when we encourage families to take the lesson home with them or invite them to be a part of a ministry or program.

N - Networker. Make it a priority to network kids with one another to create lasting friendships. See opportunities for kids to interact with one another at every activity table and in every lesson. We can also network by connecting parents with one another and encouraging them to join life groups and attend family events.

Celebrate the win! Share with the ministry team, post to the facebook group, take a picture, send a note to parents, etc.

Future work for the Treehouse and Wunder Way:

SERVICE COORDINATOR

FIRST IMPRESSIONS

ASSISTANT TEACHER

STUDENT VOLUNTEERS

WUNDER WAY TEACHER

Term: 12-month commitment with rotation.

Wunderway Leaders partner with families to raise gospel-centered children by caring for children each week and providing a safe, loving environment where they are exposed to God's grace and truth. Infant leaders will lead infants in songs, story, and activities related to the week's theme.

- Report to .

TREEHOUSE TEACHER

Term: 12-month commitment with rotation.

Treehouse Leaders partner with families to raise gospel-centered children by caring for children each week and providing a fun environment to learn about God's grace and truth. These leaders will lead kids in a story and activities related to the week's theme.

- Report to.

NEST TEACHER

Term: 12-month commitment with rotation.

Nest Leaders work individually with our special needs children, so they too can be a part of our ministry and learn about the love of God. These leaders partner with families to raise gospel-centered children by caring for children each week and providing a fun environment to learn about God's grace and truth. These leaders will lead kids in a story and activities related to the week's theme.

- Report to.