

Elementary—Children’s Ministry Volunteer Descriptions

GREETER

THE WIN FOR GREETERS: As a greeter, we need you to welcome kids at the door with a big smile and be on the lookout for new families who need help finding their way around. You win when kids feel welcomed and cared for as soon as they walk through the doors so that they’ll be more likely to connect with others in a small group.

ACCOUNTABILITY:

Reports to the Elementary Ministry Coordinator

QUALIFICATIONS:

- You love God.
- You care about kids.
- You’re committed to creating a first impression that is welcoming and friendly for kids and their families—especially visitors and first-time guests.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES:

Be reliable.

- Commit to a regular shift and schedule.
- Communicate with the Elementary Ministry Coordinator in advance if you plan to miss a shift.

Come prepared.

- Wear your greeter T-shirt and a smile.
- Come well-rested. We need your best energy!

Give your all.

- Treat every kid like they’re the most important guest of the day.
- Make sure every kid signs in or registers at the sign-in station.
- Look for and engage with kids who may be new, lost, or alone.
- Give visitors and first-time guests the VIP treatment.
- Say goodbye to kids or families as they leave.
- Attend the appropriate training events and meetings whenever possible.

PREP TEAM MEMBERS

THE WIN FOR THE PREP TEAM: As a member of the small group set-up team, we need you to set up small groups for success—literally. You win when you take care of the details of coordinating and creating group supplies so that small group leaders can better focus on kids.

ACCOUNTABILITY:

Reports to the Elementary Ministry Coordinator

QUALIFICATIONS:

- You love God.
- You care about small group leaders and the kids they influence.
- You're committed to serving small group leaders by preparing an environment and taking care of details so small group leaders can focus more of their time on kids.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES:

Be reliable.

- Commit to a regular shift and schedule.
- Communicate with the Elementary Ministry Coordinator in advance if you plan to miss a shift.

Come prepared.

- Check your email weekly for details and instructions from the Elementary Ministry Coordinator.

Give your all.

- Show up on time.
- Have resources ready and in the appropriate rooms and spaces each week.
- Ensure the space you are responsible for is clean and in order.
- Attend the appropriate training events and meetings whenever possible.

SMALL GROUP LEADER

THE WIN FOR SMALL GROUP LEADERS: As a small group leader, you invest in the lives of a few to encourage authentic faith. You win when kids have meaningful interactions during group that deepen their faith in Jesus and influence their relationships with others.

ACCOUNTABILITY:

Reports to the Elementary Ministry Coordinator

QUALIFICATIONS

- You love God.
- You care about kids.
- You're committed to consistently investing in and caring for your few over a period of time.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES:

Lead Small.

- **BE PRESENT:** Connect their faith to a community by showing up predictably, mentally, and randomly.
- **CREATE A SAFE PLACE:** Clarify their faith as they grow by leading the group, respecting the process, and guarding the heart.
- **PARTNER WITH PARENTS:** Nurture an everyday faith by cueing the parent, honoring the parent, and reinforcing the family.
- **MAKE IT PERSONAL:** Inspire their faith by your example by living in community, setting priorities, and being real.
- **MOVE THEM OUT:** Engage their faith in a bigger story by moving them to someone else, moving them to be the church, and moving them to what's next.

Give your all.

- Show up on time.
- Come prepared with the questions and materials you need for group.
- Connect with your coach monthly and meet with them every six months.
- Attend the appropriate training events and meetings whenever possible.

TECH TEAM

THE WIN FOR THE TECH TEAM: As the managers of lights, video, and sound, we need you to help us create an engaging large group environment that sets up small groups for success. You win when kids experience an inspiring and distraction-free large group environment so the message is more likely to stick.

ACCOUNTABILITY:

Reports to the Elementary Ministry Coordinator

QUALIFICATIONS:

- You love God.
- You care about kids.

- You're committed to doing your part in creating an excellent and engaging large group experience.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES:

Be reliable.

- Commit to a regular schedule.
- Communicate with the Elementary Ministry Coordinator in advance if you plan to miss a week.

Come prepared.

- Check your email weekly for the program schedule.
- Know your cues.
- Wear your tech team T-shirt.

Give your all.

- Show up on time.
- Ensure all media elements (lights, sound, video) are functioning and ready.
- Stay engaged with the service. You never know when you'll need to improvise.
- Attend the appropriate training events and meetings whenever possible.