

HCC KIDS VOLUNTEER ROLE DESCRIPTIONS

SUNDAY SCHOOL TEACHER (Volunteer) Role Description – 2nd-5th

Description:

Role Title:	Sunday School Teacher/Volunteer (2 nd -5 th)
Department:	Children’s Ministry
Spiritual Gifts:	Compassion, encouragement
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	One hour on Sunday – 11:00 AM – 12:00 PM
Duration of Commitment:	Minimum of one semester (frequency/number of Sundays <i>varies</i>)

Duties and Responsibilities:

- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Arrive in class at least 15 minutes prior to Sunday School.
- Prepare and guide Bible learning activities from the provided Bible curriculum.
- Prepare curriculum, activities, crafts, and class materials prior to class.
- Teach the Bible lessons in a creative way so that children will learn and grow in their faith.
- Keep record of attendance each week and give the attendance sheet to the children’s ministry coordinator.
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended in the classroom.
- Take children to the bathroom according to the Children’s Ministry policies and procedures.
- Leave room clean, neat, and in good condition after serving.
- Attend ongoing Children’s Ministry training and meetings when necessary.

SUNDAY SCHOOL TEACHER (Volunteer) Role Description – PK-1st

Description:

Role Title:	Sunday School Teacher/Volunteer (PK-1 st)
Department:	Children's Ministry
Spiritual Gifts:	Compassion, encouragement
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	One hour on Sunday – 11:00 AM – 12:00 PM
Duration of Commitment:	Minimum of one semester (frequency/number of Sundays <i>varies</i>)

Duties and Responsibilities:

- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Arrive in class at least 15 minutes prior to Sunday School.
- Prepare and guide Bible learning activities from the provided Bible curriculum.
- Prepare curriculum, activities, crafts, and class materials prior to class.
- Teach the Bible lessons in a creative way so that children will learn and grow in their faith.
- Keep record of attendance each week and give the attendance sheet to the children's ministry coordinator.
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended in the classroom.
- Take children to the bathroom according to the Children's Ministry policies and procedures.
- Leave room clean, neat, and in good condition after serving.
- Attend ongoing Children's Ministry training and meetings when necessary.

CHILDREN’S CHURCH LEADER (Volunteer) Role Description – PK-1st

Children’s Church seeks to allow young children to worship in a way that connects to their age. Children’s church is oriented to helping children worship God by singing, praying, and listening to God speak to them through the Bible. The goal is that by the time children join their parents in worship they will be familiar with worship and will continue growing as worshippers within the full family of faith.

Description:

Role Title:	Children’s Church Leader/Volunteer (PK-1 st)
Department:	Children’s Ministry
Spiritual Gifts:	Compassion, encouragement, Love of God, heart for worship
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	One hour on Sunday – 9:30 AM – 10:30 AM
Duration of Commitment:	Frequency/number of Sundays <i>varies</i>

Duties and Responsibilities:

- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Arrive in class at least 15 minutes prior to Children’s Church. Escort children from sanctuary to Children’s church and then back again.
- Using the curriculum, prepare about a 20 minute worship time incorporating music, art, prayer, and the Bible story.
- Prepare curriculum, activities, crafts, and class materials prior to class.
- Teach the Bible lessons in a creative way so that children will learn and grow in their faith.
- Keep record of attendance each week and give the attendance sheet to the children’s ministry coordinator.
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended in the classroom.
- Take children to the bathroom according to the Children’s Ministry policies and procedures.
- Leave room clean, neat, and in good condition after serving.
- Attend ongoing Children’s Ministry training and meetings when necessary.

SUNDAY SCHOOL ASSISTANT (Volunteer) Role Description – 2nd-5th

Description:

Role Title:	Sunday School Assistant/Volunteer (2 nd -5 th)
Department:	Children's Ministry
Spiritual Gifts:	Compassion, encouragement
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	One hour on Sunday – 11:00 AM – 12:00 PM
Duration of Commitment:	Minimum of one semester (frequency/number of Sundays <i>varies</i>)

Duties and Responsibilities:

- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Arrive in class at least 15 minutes prior to Sunday School.
- Assist teacher in preparing and guiding Bible learning activities from the provided Bible curriculum.
- Assist teacher in preparing curriculum, activities, crafts, and class materials prior to class.
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended in the classroom.
- Take children to the bathroom according to the Children's Ministry policies and procedures.
- Leave room clean, neat, and in good condition after serving.
- Attend ongoing Children's Ministry training and meetings when necessary.

SUNDAY SCHOOL ASSISTANT (Volunteer) Role Description – PK-1st

Description:

Role Title:	Sunday School Assistant/Volunteer (PK-1 st)
Department:	Children's Ministry
Spiritual Gifts:	Compassion, encouragement
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	One hour on Sunday – 11:00 AM – 12:00 PM
Duration of Commitment:	Minimum of one semester (frequency/number of Sundays <i>varies</i>)

Duties and Responsibilities:

- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Arrive in class at least 15 minutes prior to Sunday School.
- Assist teacher in preparing and guiding Bible learning activities from the provided Bible curriculum.
- Assist teacher in preparing curriculum, activities, crafts, and class materials prior to class.
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended in the classroom.
- Take children to the bathroom according to the Children's Ministry policies and procedures.
- Leave room clean, neat, and in good condition after serving.
- Attend ongoing Children's Ministry training and meetings when necessary.

CHILDREN’S CHURCH ASSISTANT (Volunteer) Role Description – PK-1st

Description:

Role Title:	Children’s Church Assistant/Volunteer (PK-1 st)
Department:	Children’s Ministry
Spiritual Gifts:	Compassion, encouragement
Talents/Abilities:	Dependable, friendly, enthusiastic, creative, organized, ability to work with other volunteers, relates well to children
Time Commitment:	One hour on Sunday – 9:30 AM – 10:30 AM
Duration of Commitment:	Frequency/number of Sundays <i>varies</i>

Duties and Responsibilities:

- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Arrive in class at least 15 minutes prior to Children’s Church. Help escort children from sanctuary and back again.
- Assist teacher in carrying out the worship time and guiding Bible learning activities from the provided curriculum.
- Assist teacher in preparing lesson4, activities, crafts, and class materials prior to class.
- Stay in the classroom at all times when children are under your supervision. Never leave children unattended in the classroom.
- Take children to the bathroom according to the Children’s Ministry policies and procedures.
- Leave room clean, neat, and in good condition after serving.
- Attend ongoing Children’s Ministry training and meetings when necessary.