

Welcome/Check-in

The role of this team member is to serve as a friendly face to members and guests upon arrival. Individual(s) serving in this position will need to be familiar with the general schedule of Sunday worship (service times, room location, leader names, etc.). They will also be trained to use our check-in system (Planning Center Online). Individual(s) serving in this role will serve a total of 30 minutes (10-10:30 am). **Serving in this role will never impact an individual's ability to attend our 9 or 10:30 services.** After 10:30, our check-in system will run as an unmanned station.

Nursery Leader

The role of the Nursery Leader is to serve families with children between the ages of 0 - 2 years. The Nursery Leader will need to arrive no later than 10:15 am in order to prepare the Nursery for check-in. In addition, the Nursery Leader will ensure that all children are properly checked out at the end of service.

Nursery Assistant

The role of the Nursery Assistant is to provide support to the Nursery Leader. The Nursery Assistant needs to arrive by 10:30 am. The primary role of this position is to help provide a safe and nurturing environment for our newborns and toddlers. This role can be filled by an adult, middle or high school aged student.

Wee Worship Leader

The Wee Worship leader is in charge of the Wee Worship environment. They should arrive no later than 10:15 am. They should inventory all teaching materials and contact the Sunday Leader if anything is missing or insufficient. The individual serving this role should fully understand the day's agenda, lesson content, as well learning outcomes associated with the lesson. **This may require minimal planning before arriving on Sunday.** Additionally, the Wee Worship leader will ensure that all children are properly checked out.

Wee Worship Assistant

The role of the assistant is to provide support to the leader. The Wee Worship leader will provide the assistant with a general outline of the lesson upon arrival. This role can be filled by a screened adult, or an older elementary, middle, or high school aged student. The assistant should arrive no later than 10:30 am. They should assist the leader in lesson delivery and support the leader with any discipline concerns. The assistant will escort students to and from the restroom and lead small group at the appropriate time in the lesson. Any errands that require leaving the room should be done by the assistant.

Jr. Church Leader

The Jr. Church is in charge of the Jr. Church environment. The individual serving this role should fully understand the day's agenda, lesson content, and learning outcomes of the day's lesson. They should arrive no later than 10:15 am. The Sunday Leader will ensure the room is open and that all teaching materials are ready, but it is the responsibility of the leader to implement the lesson. They will be responsible for greeting the students upon arrival, leading the teaching portions of the lesson, and closing the day's lesson with prayer. It is not necessary for the leader to lead a small group, unless there is a shortage of staff or it is their personal preference to do so.

Jr. Church Assistant

The role of the assistant is to provide support to the leader. This role will be filled by another screened adult. They should have a general knowledge of the lesson, but are not required to prepare any lesson materials. When needed, they should assist in lesson delivery and help address any disciplinary concerns. The assistant will also be required to lead a small group during the appropriate time of the lesson. They should arrive no later than 10:30 am in order to check-in with the Jr. Church leader, but they may wait until children are dismissed from our 10:30 service to start serving. Finally, they should assist in transitions and checkout to ensure accountability at all time.

Student Leaders

Student leader positions will be filled by students in our ms/hs ministry who show an aptitude for leadership, or a general willingness to accept instruction. In order to allow families to worship together as often as possible, our family ministry would prefer that a student only serve as a leader **1 time per month**. They may serve more with parental consent. The role of a student leader is to assist with transitions, run any necessary technology, lead small groups, and provides support to other environments as needed.