



## ANTIOCH CHILDREN'S VOLUNTEERS - JOB DESCRIPTION

# CHECK-IN HOST

## THE WIN FOR THE CHECK-IN HOST

We need you, as a Check-In Host, to welcome parents and children at the Check-In counter with a big smile and help them find their way around. You win when families feel welcomed and cared for as soon as they walk through the doors.

## ACCOUNTABILITY

Report to the Check-in Coach.

## QUALIFICATIONS

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

## RESPONSIBILITIES

### **Be prepared.**

- Wear your Children's Ministry shirt or nametag and a smile.
- Make sure iPads are ready to go, and printer labels full.

### **Give your all.**

- Treat every family like they're the most important guest of the day.
- Make sure every family signs in at the Check-In station.
- Look for and engage with families who may be new, lost, or alone.
- Give visitors and first-time families the VIP treatment.
- Attend the appropriate training events and meetings whenever possible.



## ANTIOCH CHILDREN'S VOLUNTEERS - JOB DESCRIPTION

# SMALL GROUP YOUTH ASSISTANT

## THE WIN FOR THE SMALL GROUP LEADER

As a small group youth assistant, you invest in the lives of a few to encourage authentic faith. You win when children have meaningful interactions during group that deepen their faith in Jesus and influence godly character.

## ACCOUNTABILITY

Report to the Small Group Leader and Coach

## QUALIFICATIONS

- You love Jesus.
- You are in grade 5 or above.
- You have regular attendance at church/youth group.
- You display Christ like behavior.

## RESPONSIBILITIES

### Be present.

- Connect their faith to a community by showing up on time, wearing your name tag, and engaging the children in conversation.

### Create a safe place

- Help the Small Group Leader by setting up the classroom and looking around to see how you can best help the kids. This could be helping a child with a craft or just helping a child feel welcome.

### Make it personal.

- Inspire their faith by helping the children feel loved. Call them by name, give high fives, and be real with them.

### Give your all.

- Come prepared by reading the lesson before class time so you are ready to help.
- Write the tasks you are helping with on the classroom white board.
- Attend the appropriate training events and meetings where possible.



## ANTIOCH CHILDREN'S VOLUNTEERS - JOB DESCRIPTION

# SMALL GROUP LEADER

## THE WIN FOR THE SMALL GROUP LEADER

As a small group leader, you invest in the lives of a few to encourage authentic faith. You win when children have meaningful interactions during group that deepen their faith in Jesus and influence godly character.

## ACCOUNTABILITY

Report to the Small Group Leader Coach

## QUALIFICATIONS

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

## RESPONSIBILITIES

### Be present.

- Connect their faith to a community by showing up regularly, physically and mentally.

### 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 of living in community, setting priorities, and being real.

### Move them out.

- Engage their faith in a bigger story of how they can be the church.

### Give your all.

- Show up on time, 20 minutes prior to service.
- Come prepared by nurturing your own spiritual growth, reviewing the weekly small group lesson, and getting prayed up!
- Connect with your coach regularly and meet with them every six months.
- Attend the appropriate training events and meetings whenever possible.



## ANTIOCH CHILDREN'S VOLUNTEERS - JOB DESCRIPTION

# SMALL GROUP LEADER COACH

## THE WIN FOR THE SMALL GROUP LEADER COACH

We need you, as a coach to our Small Group Leaders, to both manage and shepherd the small group leaders in your care. You win when small group leaders feel known, trained, equipped, ready to lead, and celebrated so that they can do for their few what you do for them.

## ACCOUNTABILITY

Report to the Elementary Pastors.

## QUALIFICATIONS

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

## RESPONSIBILITIES

**Make sure your small group leaders are known and celebrated.**

- Connect with them regularly (email, call, text).
- Talk with them about what their weekend wins and struggles are and relay their stories to staff.
- Encourage them through regular and random notes, emails, and compliments to let them know you notice the great things they do.
- Meet one-on-one with them at least once every six months.
- Be aware of major events and needs in their personal lives.

**Make sure your small group leaders are trained, equipped, & ready to lead.**

- Ensure they have their weekly small group lesson, they are ready to receive their small group kids by being on time, and they are fully equipped.
- Do something every month to cue, train, and equip them.
- Communicate with and encourage them to attend small group leader training events and other important ministry events.
- Attend the appropriate training events and meetings whenever possible so that you are ready to train and meet with the leaders you lead.



## ANTIOCH CHILDREN'S VOLUNTEERS - JOB DESCRIPTION

# ELEMENTARY TECH TEAM DIRECTOR

## THE WIN FOR THE ELEMENTARY TECH TEAM DIRECTOR

We need you, as the manager of lights, video, and sound, to help us create an engaging large group environment that sets up the large group speaker and small groups for success. You win when volunteers are trained and organized to give kids the opportunity to experience an inspiring and distraction-free large group environment so the message is more likely to stick.

## ACCOUNTABILITY

Report to the Elementary Pastors.

## QUALIFICATIONS

- You love God.
- You care about kids.
- You're committed to doing your part to help create an excellent and engaging large group experience.
- You completed and passed the serve form, background check, and interview process.

## RESPONSIBILITIES

### Be reliable.

- Commit to keeping volunteers' schedules up to date.
- Commit to making sure spots are filled each week.

### Give your all.

- Train volunteers to fulfill their roles with excellence.
- Ensure volunteers are proficient in their tasks before scheduling them on their own.
- Check up on volunteers regularly to see how they are doing.
- Keep training them up for the next area.
- Show up on time.
- Ensure all media elements (lights, sound, video) are functioning and ready.
- Attend the appropriate training events and meetings whenever possible.
- Work with other tech leads to ensure across the board coordination of volunteers.



## ANTIOCH CHILDREN'S VOLUNTEERS - JOB DESCRIPTION

# WORSHIP TEAM LEADER

### THE WIN FOR THE WORSHIP TEAM LEADER

We need you, as a worship team leader, to create an environment that prepares kids to be open to hear God's Word through song and dance. You will pave the way to preparing children's hearts for the large group lesson, as well as guiding them toward conversation during their small group time. Your win happens when kids are moved to participate together in collective, meaningful worship.

### ACCOUNTABILITY

Report to the Worship Team Leader Coach.

### QUALIFICATIONS

- You love God.
- You care about kids.
- You're committed to doing your part in creating an excellent and engaging worship experience through music.
- You completed and passed the serve form, background check, and interview process.

### RESPONSIBILITIES

#### **Be reliable.**

- Commit to a regular schedule.
- Communicate with the Worship Team Leader Coach in advance if you plan to miss a week.

#### **Give your all.**

- Show up on time.
- Deliver energetic worship that engages kids.
- Attend the appropriate training events and meetings whenever possible.



## ANTIOCH CHILDREN'S VOLUNTEERS - JOB DESCRIPTION

# CHILDREN'S TECH TEAM MEMBER

## THE WIN FOR THE CHILDREN'S TECH TEAM MEMBER

We need you, as the managers of lights, video, and sound, to help us create an engaging large group environment that sets up the large group speaker and 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

Report to the Children's Tech Director.

## 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 serve form, background check, and interview process.

## RESPONSIBILITIES

### **Come prepared.**

- Check your email weekly for the program schedule.
- Know your cues.
- Wear your Children's Ministry 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.