

TASK LIST INVENTORY

NAME: _____ **DEPARTMENT:** NEXT GEN
POSITION: CHILDREN'S RESOURCES **HOURS:** 19 HOURS
REPORTS TO: SABRINA BAKER **DATE:** JULY 2021

<p align="center">Key Ministry Area <i>List the tasks you perform to effectively accomplish this KMA</i></p>	<p align="center">Average Hrs/Wk</p>
<p>Resource Room</p> <ul style="list-style-type: none"> ● Keeping two resource rooms and attic storage organized, inventoried, stocked and cleaned ● Making copies, laminating & die-cutting ● Preparing visitor welcome packs ● Planning, purchasing, preparing activity supplies for all children's ministry activities (CBF, Awana, Kidz Cove, etc...) ● Working with Age Group Coordinators/teachers on supply needs ● Ordering Quarterly curriculum ● Distribution of curriculum ● Prepare craft display boards for special occasions ● Recruiting volunteer assistance for projects ● Sundays 8:45-9:15 and 10:45-11:15 	<p align="center">7</p>
<p>Purchasing</p> <ul style="list-style-type: none"> ● Shopping (online & locally) ● Preparing P.O.'s / Expense reports ● Reordering consumables, visitor nametags, fist time visitor badges, 1st Aid supplies, etc... ● Researching best financial purchase options 	<p align="center">6</p>
<p>Office Time</p> <ul style="list-style-type: none"> ● Attend weekly 1.5 hour Children's Ministry staff meetings (Wed. 10-11:30am) <ul style="list-style-type: none"> ○ Assist as needed with all children's ministry activities 	<p align="center">1.5</p>

Pantry	<ul style="list-style-type: none"> ● Clean pantry & refrigerator weekly ● Supply pantry items (ordering / stocking) <ul style="list-style-type: none"> ○ Paper and food products ● Weekly review of supplies 	1
Special Events (Seasonal)	<ul style="list-style-type: none"> ● Researching, ordering, purchasing supplies needed for various events (VBS, AWANA, teacher appreciation, theme days, retreats, parent/grandparent days, Seder dinner, and all other special events). ● Pulling seasonal items for classroom and décor use 	2.5
VBS (Seasonal)	<ul style="list-style-type: none"> ● Coordinating all purchasing/ordering/gathering/distributing of VBS supplies ● Provide resources for leaders 	1
Total:		19 hours