

EXCITING IDLEWILD BAPTIST CHURCH
2019 KEY MINISTRY AREA

TASK LIST INVENTORY

NAME: Kassie Neely **DEPARTMENT:** Next Gen.

POSITION: VBS & Special Events Coordinator **HOURS:** 10 HOURS

REPORTS TO: Sabrina Baker / Patrick Newbill **DATE:** August 2019

<p style="text-align: center;">Key Ministry Area <i>List the tasks you perform to effectively accomplish this KMA</i></p>	<p style="text-align: center;">Hrs/Wk for this task</p>
<p>Children's Registration</p> <ul style="list-style-type: none"> ● Register and place all children in K-5th grade kids ● Manage class sizes ● Coordination with volunteer coordinators ● Prepare weekly documentation of children placement for staff review ● Plan placement of children in the worship center and pew assignment ● Create all pew packets ● Communicates with parents regarding placement of child/children ● Prepare for mail out of all maps and security information to all parents ● Be available as a problem solver before and during VBS—to answer questions of parents and visitors regarding placement & changes ● Recruit registration team volunteers to assist registration during the week of VBS ● Ensure that all parents involved in VBS comply with the church's liability policies ● Prepare Learner Registration for volunteers (Kid Event Pro) ● Print Attendance Reports daily ● Secure Attendance Reports for inputting attendance 	<p style="text-align: center;">5</p>

- Pull medical reports and place in classrooms
- Maintain Liability forms that have been put into the system
- Have brochures for church programs placed on registration table

Communication

- Receiving phone calls/email & returning
- Planning meetings with Director (*March-June*)
- Secure additional volunteers as needed
- Provide effective communication to all parents regarding VBS
- Mail out parent information

Follow-Up

- Schedule a follow-up meeting after VBS to celebrate with registration team and to evaluate the strengths and areas of improvement of the registration process.
- VBS outreach to children and families after the week of VBS

Special Events

- Take lead in development, direction, and implementation of:
 - August 4th-5th Grade Retreat* 2
 - February 4th-5th Grade Retreat*
**In association with Tween Coordinator & Children's Pastor*
 - "One Day VBS" in December
 - Christmas Volunteer Luncheon (Thanks-give-mas)* 3
**In association with Children's Pastor*
 - Awana Lock-in*
 - Awana Seder Night*
**In association with Awana Pastor*
 - Fall Festival (TBD)
 - Kidmin Staff "Christmas" luncheon
 - Aid in Teacher Trainings (CM/Awana)
 - Aid in Awana Awards Night
 - Aid in CM Theme Days (ie: Grandparents, Mothers/Fathers Days, etc...)
 - Aid in Promotion Sunday preparations (mailings, F1, etc...)
 - Aid in Kidmin Staff Retreat*
**In association with Children's Pastor*