

Armoury Attendant

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When our attention, care and encouragement lead to children memorizing and understanding God’s Word.

Position Summary:

The Armoury Attendant listens and encourages children and pre-teens as they recite their memory challenges.

Specific Responsibilities:

- Prepare The Armoury for the morning – ie – open window, set out prizes and Plinko board
- Listen to children recite scripture verses
- Encourage children
- Hand out prizes
- Interact with families at The Armoury

Skills & Gifts: 

- **Hospitality:** friendly, personable, and kind
- **Nurturer:** Loves spending quality time with children; patient and encouraging
- **Communication:** good interpersonal skills

Ministry Time Commitment: 

- 1-2 hours per month
- Sundays 11:15-11:45 am
- Serving on a regular schedule
- September - June

Ministry Expectations:

- Arrive on time, check in as a team member at check in station
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to: 

- The Armoury Team Lead

Tech Team Member

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When the exciting, engaging, and seamless environment you create results in kids being fully engrossed in and enjoying the whole experience.

Position Summary:

Run the technical aspects of large group time for the elementary age group.

Specific Responsibilities:

- Turn on computer, sound system and lights
- Check microphone batteries
- Connect with Worship Leader, Host and Large Group Teacher for specific needs
- Review and test Power Point
- Facilitate rehearsal with Worship Leader
- Run tech during large group time
- Shut down all technical aspects at the end of the service

Skills & Gifts: 

- **Experienced:** must be knowledgeable in the area of tech (audio, lighting, projection) and experienced using tech equipment
- **Teachable:** teachable, able to receive feedback & be committed to excellence
- **Proactive:** calm & effective solution finder
- **Service:** Enjoys assisting others

Ministry Time Commitment: 

- 3-4 hours per month
- Sundays, 9:30am until the end of the Large Group session
- Serving on a regular schedule
- September -August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to: 

- Elementary Team Lead

Special Needs Ministry Team Lead

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”:



When your team is equipped to confidently carry out their role, leading to families feeling assured the child’s needs have been carefully considered and planned for.

Position Summary:

Assisting to develop and implement strategies for success for children with special needs.

Specific Responsibilities:

- Work alongside the Children & Family Ministry Director to develop strategies to assist children with special needs and to make Forward Kids a place where families with children with special needs are drawn
- Assist with implementing strategy, training volunteers to work in the Special Needs Ministry
- Schedule one-on-one buddies for Forward Kids rotations
- Communicate with one-on-one buddies on a regular basis & fill in if needed
- Meet regularly with the Children and Family Ministry Director

Skills & Gifts:



- **Leadership:** able to delegate responsibilities and direct others with confidence and kindness
- **Administrative:** organized, detailed, able to multi-task and schedule
- **Hospitality:** friendly, personable, and kind
- **Specialized:** has experience with/a passion for serving children with special needs

Ministry Time Commitment:



- 10-15 hours per month
- Sundays, 9:30am-11:30am (when needed)
- Time scheduling and communicating with volunteers

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to:



- Children and Family Ministry Director

Special Needs Ministry One-on-One Buddy

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When families feel assured the child’s needs have been carefully considered and planned for and that their child is safe, cared for, and loved.

Position Summary:

Coming alongside kids to show extra love to specific children who need additional care.

Specific Responsibilities:

- Spending the morning during Forward Kids with a specific child during both large group and small group
- Implementing different strategies to have the child participate to varying degrees with the other children during activities
- Communicating with parents before and after Forward Kids to strengthen strategies for success

Skills & Gifts: 

- **Hospitality:** friendly, personable, and kind
- **Nurturing:** has a passion for serving and interacting with children with special needs
- **Proactive:** patient, calm & effective solution finder

Ministry Time Commitment: 

- 4 to 8 hours per month
- Sundays 9:30am-11:30am
- Serving at least bi-weekly, on a regular schedule
- September - August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to: 

- Special Needs Ministry Team Lead

Preschool Youth Leader (Under 18 yrs.)

Site: Cambridge

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When kids are engaged with leaders and actively participating in the lesson and activities

Position Summary:

Provide a fun and friendly environment by engaging with kids, making them feel welcome and supporting the Preschool Leaders.

Key Responsibilities:

- Engage with kids through play and activities
- Assist Preschool Leaders with set up and clean up
- Develop leadership skills by leading an activity

Skills & Gifts:

- **Nurturer:** Loves spending quality time with children; patient and encouraging
- **Positive Attitude:** Cheerful, helpful & cooperative & adaptable
- **Energetic:** Enjoys working in a fun, busy environment

Ministry Time Commitment:



- Every other Sunday
- 9:30am-11:30am
- September - August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials

Accountable to:

- Preschool Team Lead

Pre-school Large Group Teacher

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When kids are engaged in the environment and excited about what is being taught, leading them to connect with God and each other on a weekly basis.

Position Summary:

The Pre-school Large Group Teacher leads the large group time on Sundays.


Specific Responsibilities:

- Review and practice the provided large group lesson prior to Sunday
- Lead ages 3 to 5 children in worship time with the provided worship music
- Enthusiastically share the Bible story with ages 2 to 5
- Dismiss leaders and children back to their respective rooms

Skills & Gifts: 


- **Nurturer:** Loves spending quality time with children; patient and encouraging
- **Teacher:** good interpersonal skills, confident public speaker, able to teach and/or facilitate
- **Creative Communicator:** able to employ methods that are age-appropriate and engaging

Ministry Time Commitment:

- 5 - 6 hours per month 
- Sundays 9:30am-10:45am
- Serving bi-weekly (at least) on regular schedule in preschool rooms
- September - August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to: 
Preschool Team Lead

Pre-school – 2 to 5 year-old Small Group Leader

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When you have built a relationship with kids and their parents that extends beyond Sunday mornings.

Position Summary:

Guiding, caring and interacting with children in either the 2, 3, 4 or 5 year-old rooms.

Specific Responsibilities:

- Review the provided small group material prior to Sunday
- Greet families and welcome the children as they arrive
- Supervise play time and assist the children with clean up at the appropriate time
- Accompany the children to the large group teaching time & ensure they interact and participate in the large group teaching time
- Lead the children through the small group material provided
- Organize snack time
- At pick up time, collect the check-in sticker which corresponds with the child’s label
- Help tidy the room at the end of the service

Skills & Gifts: ✓

- **Nurturer:** Loves spending quality time with children; patient and encouraging
- **Shepherd-Leader:** compassionate, excellent listener, a heart for helping others in their spiritual growth
- **Communication:** good interpersonal skills

Ministry Time Commitment:



- 5 – 6 hours per month
- Sundays, 9:30am-11:30am
- Serving on a regular schedule
- September -August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to: 

- Pre-school Team Lead

Pre-Teen Leader

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”:



When Pre-Teens feel comfortable thinking for themselves, asking their own questions, and seeking ways to develop their own relationship with God through worship, service and discipleship.

Position Summary:

The Pre-Teen Leader will intentionally disciple Pre-Teens by encouraging regular participation in the Sunday morning rhythms of the ministry. This role may include teaching, small group leadership, response station set up, and encouraging Pre-Teens to worship & serve.

Key Responsibilities:

- Develop relationships with Pre-Teens through consistently serving on Sundays and connecting when possible beyond Sunday
- Facilitate meaningful discussion/responses amongst Pre-Teens
- Encourage discipleship among Pre-Teens
- Lead a portion of the Sunday morning programming, depending on giftedness

Skills & Gifts:



- **Shepherd-Leader:** compassionate, excellent listener, a heart for helping others in their spiritual growth
- **Nurturer:** Loves spending quality time with Pre-Teens; patient and encouraging
- **Hospitality:** friendly, personable, and kind

Ministry Time Commitment:



- Every other Sunday, 9:30am-11:30am
- Plus, a quarterly Pre -Teen event
- 1 yr. commitment, September - August

Ministry Expectations:

- Arrive on time, check in at Serve Team Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend training sessions

Accountable to:



- Pre-Teen Team Leader

Pre-Teen Team Lead

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”:



When your team understands the unique needs and developmental characteristics of pre-teens and when your leaders are actively creating experiences that facilitate pre-teens’ movement into faith ownership.

Position Summary:

The Pre-Teen Team Lead works collaboratively with the Children’s Ministry Director in developing an intentional Pre-Teen ministry. They will develop and maintain a core ministry team that will ensure a safe and creative environment for Pre-Teens to make their faith their own.

Key Responsibilities:

- Oversee the Pre-Teen ministry and ministry team
- Participate regularly in the Sunday morning rhythm of the Pre-Teen ministry
- Motivate and encourage Pre-Teens and Pre-Teen ministry leaders

Skills & Gifts:



- **Leadership:** able to delegate responsibilities and direct others with confidence and kindness
- **Creative:** able to generate and execute high impact ideas and/or solutions
- **Enthusiastic:** energetic, outgoing & positive; a natural encourager & motivator

Ministry Time Commitment:



- Sundays, 9:30am-11:30am
- Plus, time for planning and development during the week (as needed)
- Serving on a regular schedule
- 1 yr. commitment, September - August

Ministry Expectations:

- Arrive on time, check in at Serve Team Central & attend your team huddle
- Regularly meet with the Children’s Ministry Director
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend training sessions

Accountable to:



- Children and Family Ministry Director

Elementary Team Lead

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”:



When your team is equipped so that kids are engaged in the environment and excited about what is being taught, leading them to connect with God and each other on a weekly basis.

Position Summary:

The Elementary Team Lead assists in providing a safe, faith-filled environment where children will feel valued and loved. Team Leads will also connect and serve parents, families and other leaders in Forward Kids.

Specific Responsibilities:

- Communicate and implement Child Protection Policies relevant to Forward Kids
- Recruit, train and schedule volunteers using PCO for Sunday mornings (and special events when required)
- Provide supervision, encouragement and appreciation
- Communicate weekly with volunteers
- Work co-operatively with the Children and Family Ministry staff to ensure a standard of excellence for our children and their families

Skills & Gifts:



- **Leadership:** able to delegate responsibilities and direct others with confidence and kindness
- **Administrative:** organized, detailed, able to multi-task and schedule
- **Hospitality:** friendly, personable, and kind

Ministry Time Commitment:



- 15-20 hours per month
- Sundays, 9:30am-11:30am
- Serving bi-weekly (at least) on a regular schedule as a Host, Large Group Teacher or Small Group Leader
- Time scheduling and communicating with volunteers

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to:



- Children and Family Ministry Director



Forward Church Serve Teams

Serve Tier: **RED**

Check Required: **VSC**

Last Updated: **May 2021**

Elementary Small Group Leader

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When you have built a relationship with kids and their parents that extends beyond Sunday mornings.

Position Summary:

Guiding, caring for and interacting with children in grades 1 to 3

Specific Responsibilities:

- Review the provided small group material prior to Sunday
- Greet families and welcome the children as they arrive
- Lead children in the opening small group activities that introduces the large group teaching
- Accompany the children to the large group teaching time & ensure children participate
- Lead the children through the small group material provided to reinforce the large group teaching
- At pick up time, collect the check-in sticker which corresponds with the child’s label & interact with parents Help tidy the small group room at the end of the service

Skills & Gifts: ✓

- **Nurturer:** Loves spending quality time with children; patient and encouraging
- **Shepherd-Leader:** compassionate, excellent listener, a heart for helping others in their spiritual growth
- **Communication:** good interpersonal skills

Ministry Time Commitment:



- 5 – 6 hours per month
- Sundays, 9:30am-11:30am
- Serving on a regular schedule
- September -August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to:

- Elementary Team Lead

Elementary Large Group Teacher

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When kids are engaged in the environment and excited about what is being taught, leading them to connect with God and each other on a weekly basis.

Position Summary:

The Elementary Large Group Teacher leads the large group teaching on Sundays.

Specific Responsibilities:

- Review and practice the provided large group lesson prior to Sunday
- Creatively share the Bible story

Accountable to: 

- Elementary Team Lead

Skills & Gifts: ✓

- **Nurturer:** Loves spending quality time with children; patient and encouraging
- **Teacher:** good interpersonal skills, confident public speaker, able to teach and/or facilitate
- **Creative Communicator:** able to employ methods that are age-appropriate and engaging

Ministry Time Commitment:

- 5 - 6 hours per month
- Sundays 9:30am-10:45am
- Serving bi-weekly (at least) on regular schedule
- September - August



Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Elementary Host

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”:



When kids are engaged in the environment and excited about what is being taught, leading them to connect with God and each other on a weekly basis.

Position Summary:

The Elementary Host facilitates the overall morning service the elementary age group.

Specific Responsibilities:

- Greets and welcomes families and children as they arrive and directs them to the appropriate rooms
- Notify small group leaders when large group is to start
- MC the morning service – ie – announcements, introductions, dismissal to small groups
- Ensure children are actively participating and being respectful during large group teaching
- Be accessible during small group time for leaders and parents

Skills & Gifts:



- **Leadership:** able to delegate responsibilities and direct others with confidence and kindness
- **Hospitality:** friendly, personable, and kind
- **Enthusiastic:** energetic, outgoing & positive; a natural encourager & motivator
- **Administrative:** organized, detailed, able to multi-task and schedule

Ministry Time Commitment:



- 5 - 6 hours per month
- Sundays 9:30am to 11:30am
- Serving bi-weekly (at least) on regular schedule
- September - August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to:



- Elementary Team Lead

Child Check-in Team Member

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When families are put at ease upon arrival, knowing they are safe, welcomed and loved.

Position Summary:

The Child Check-in Volunteer gets new and returning families registered and in the right locations on Sunday morning and are the first impression on a Sunday morning!

Specific Responsibilities:

- To give new families a great first impression of Forward Kids
- Assist new families with their registration form and enter family information in PCO
- Assist returning families as they arrive with the check in process
- Answer any questions families may have
- Direct children to the proper room
- Be available for parent paging requests
- Print and deliver weekly attendance reports

Skills & Gifts: 

- **Hospitality:** friendly, personable, and kind
- **Administrative:** organized, detailed, able to multi-task
- **Communication:** good interpersonal skills

Ministry Time Commitment: 

- 5 hours per month
- Sundays 9:30am-11:30am
- Serving on a regular schedule on Sundays
- September-August

Ministry Expectations:

- Arrive on time, check in at Volunteer Central & attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to: 

- Child Check-in Team Lead

Child Check-in Team Lead

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When families are put at ease upon arrival, knowing they are safe, welcomed and loved.

Position Summary:

The Child Check-in Team Lead oversees the check-in team members, systems and processes.

Specific Responsibilities:

- Schedule team members and update schedule as needed using PCO
- Set up check-in stations
- Oversee all check-in team members

Skills & Gifts:

- **Leadership:** able to delegate responsibilities and direct others with confidence and kindness
- **Hospitality:** friendly, personable, and kind
- **Administrative:** organized, detailed, able to multi-task and schedule

Ministry Time Commitment:

- 8 – 10 hours per month
- Sundays 9:15am-11:15am
- Serving on a regular schedule on Sundays (September -August)

Ministry Expectations:

- Arrive on time, check in & attend team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend volunteer training sessions

Accountable to:

- Children and Family Ministry Director

Armoury Team Lead

Ministry: Children & Family Ministry

Ministry Team: Forward Kids Cambridge Team

The “Big Win”: 

When your team is equipped to carry out their role confidently, leading to children memorizing and understanding God’s Word.

Position Summary:

The Armoury team lead oversees the Armoury team members, coordinates the yearly memory challenges, prizes and special promotions.

Specific Responsibilities:

- Schedule team members and update schedule as needed using PCO
- Respond to team members requests for switches
- Purchase prizes
- Create and print challenge pages
- Oversee all Armoury team members

Skills & Gifts: 

- **Leadership:** able to delegate responsibilities and direct others with confidence and kindness
- **Administrative:** organized, detailed, able to multi-task and schedule
- **Hospitality:** friendly, personable, and kind
- **Nurturer:** Loves spending quality time with children; patient and encouraging

Ministry Time Commitment:



- 10-15 hours per month
- Sundays, 9:30-10:00am and 11:00-11:30am
- Serving on a regular schedule in the Armoury
- Time scheduling and communicating with team members

Ministry Expectations:

- Arrive on time, check in and attend your team huddle
- Block out any away dates/schedule conflicts on PCO to ensure your team leader can successfully plan for your absence
- Read/watch training materials and attend training sessions

Accountable to: 

- Children and Family Ministry Director