

Fall 2006/2007 **KQ WEEKEND** Children's Ministry Volunteer Opportunities

*A Volunteer Background Information Sheet needs to be completed for all positions working directly with children. See *

	Volunteer Position	Brief Description	Time Commitment
KQ	Kingdom Quest (KQ) Opportunities	Kingdom Quest is the weekend children's program.	The programs are offered during the 4:30 pm Sat. service and the 9:30 & 11:00 am Sun. services.
Leadership	* 3-K Shepherd Support Team	Ensure shepherds have all needed supplies. Will be the point of contact for any issues that arise in the classroom. This position requires a servant heart. Applicants will be interviewed by the coordinator.	3 out of 4 weekends each month. Arrive ½ hour before service and stay the first 30 minutes of class.
	* Grades 1-4 Shepherd Support Team	Preparing the classrooms for the service hour; including getting additional supplies for the shepherds, escorting visitors to the classroom and children to special events (such as choir). Skills: organization, flexibility, people person, problem solver.	Church service hour. Arrive ½ hour prior to service time for preparation.
	* Kids for Christ (Grades 5 - 6) Large Group Coordinator	Assist in the areas of music, drama, and speakers. Be a contact person for them, and assist with scheduling as needed.	One hour a week.
	* Kids for Christ (Grades 5 - 6) Administrative Coordinator	Assist with shepherd scheduling, and be a contact person for them. Assist with curriculum maintenance (updated lessons, copies to all shepherds). Be a contact person to the prep team, assisting them with any needs or questions they might have.	One to two hours per week.
Shepherding	* 3-K Co-Teacher or Teaching Team	Teaching a group of 12-15 students (ages 3 – kindergarten). All materials are pre-sorted and prepared ahead of time. Skills: organization, enjoy younger children. (Example of possible teams: friends, couples, small group members)	½ hour prep time and service hour either: -Every week Sept - May OR -Every other week Sept – May OR -Every week Sept – Jan OR -Every week Jan-May As well as Shepherd Enrichment meetings.
	* 3-K Jr. Shepherd (Grades 7-9)	Assist 3-K shepherds in their classroom.	Same as above.
	* 3-K Shepherd Substitute	See description for 3-K Co-Teacher.	½ hour preparation and service hour once a month.
	* Grades 1-4 Shepherd or Shepherd Teams	Build relationships with and care for a group of 12-15 students; includes escorting students to large group drama and singing, leading them in a short, predetermined activity (all materials provided), discussion on the lesson of the day and prayer. Skills: enjoy children, relationship building, sharing your faith with children.	½ hour prep time and service hour either: -Every week Sept - May OR -Every other week Sept – May OR -Every week Sept – Jan OR -Every week Jan-May As well as Shepherd Enrichment meetings.

	*	Grades 1-4 Jr. Shepherd (Grades 7-9)	Assist Grades 1-4 Shepherd in a small group.	Same as above.
	*	Grades 1-4 Shepherd Substitute	See description for Grades 1-4 Shepherd.	½ hour prep time and service hour once per month.
	*	Kids for Christ Shepherd (Grades 5 and 6)	Build relationships with a group of 8 - 12 students worshipping with them, and leading discussion on the lesson of the day. Skills: Loving, lighthearted, trustworthy, patient, and faithful. (Grades 10 and up)	½ hour prep time and service hour either: -Every week Sept - May OR -Every other week Sept – May OR -Every week Sept – Jan OR -Every week Jan-May As well as Shepherd Enrichment meetings.
	*	Kids For Christ Shepherd Substitute	See description for Kids for Christ Shepherd.	½ hour prep time. 1-1/2 church hours on weekend, as needed.
Worship Team	*	3-K Worship Leaders	Assist in leading the children with singing and actions during large group opening. Skills: have fun, be silly, and energetic while singing with the kids.	20 minutes twice a month during service times, and monthly worship practices.
	*	3-K Junior Worship Leader (Grades 7-9)	Help with leading the children with singing and actions during large group opening. Skills: have fun, be silly, and energetic while singing with the kids.	20 minutes twice a month during service times and monthly worship practices.
	*	3-K Skit & Puppet Team (Adults and juniors grades 7 and up)	Assist in creating and participating in puppet dramas.	1 weekend a month during service times, plus creative practice time when needed.
	*	Grades 1-4 Worship Leader	Assist in leading the children with singing and actions during worship time. Skills: have fun; be silly, and energetic while singing with kids.	20 minutes twice a month during service times and monthly worship practices.
	*	Grades 1-4 Junior Worship Leader Grade 7 and up)	Help with leading the children with singing and actions during worship time. Skills: have fun, be silly, and energetic while singing with the kids.	20 minutes twice a month during service times and monthly worship practices.
	*	Grades 1-4 Drama Team (Adults and juniors grades 7 and up)	Performing, together as a team or solo, to present the lesson of the day in the form of a skit. Skills: enjoy performing in front of a group, enjoy children.	Practice time plus performance times, based on your availability.
	*	Grades 1-4 Media Team (Adults or juniors grade 7 and up)	Operate computer, lights, music, microphones, soundboard, etc.	Training by media staff and then during the service hour.
	*	Grades 5 & 6 Worship Leader Grade 9 and up	Lead the students in worship, through upbeat, relative worship music. Skills: Outgoing, energetic attitude, not afraid to be upfront, singing in a microphone.	First 30 minutes of service hour on a rotating schedule.
	*	Grades 5 & 6 Media Team	Assist with music, microphones, soundboard, etc.	Training by media staff and then during the service hour.

Administration	*	KQ Registration Team	Staff the registration desk on an every other weekend basis during the KQ service time you choose. Assist new families and visitors with the registration process. Skills: friendly, people person, organized.	½ hour prior to service time and 15 minutes into the service hour.
	*	KQ Host/Greeter Team	Greet families as they arrive. Direct new families to registration and help them find the appropriate rooms and classes for their children. Skills: friendly, people person.	½ hour prior to service time and 15 minutes into the service hour for the first 4-6 weeks of KQ.
		Mid-week Administration Help	General office/program help (maintaining badges, copying, etc.) during the week. Skills: detail, organization.	Varies, depending on your availability.
		Grades 1-4 Curriculum Team	Helping to write, edit and/or research curriculum for KQ use as needed.	Seasonally as needed.
Material Prep & Set-Up		3-K Prep Team	Organize preschool curriculum for KQ teachers and set up bins with weekly lesson materials.	2 hours a week.
		3-K Setup Team	Set up classrooms on Saturday for weekend 3-K programming.	45 minutes before service on Sat. Possible rotating schedule
		3-K Take Down Team	Take down preschool classrooms on Sunday after programming.	20 minutes after service on Sun Possible rotating schedule
		Grades 1-4 Material Prep Team	Come mid-week to prepare the shepherd's bins for the upcoming weekend. Make sample craft. Includes occasional shopping for supplies. Skills: organized.	1-½ hours per week.
		Grades 1-4 Setup Team	Set up grades 1-4 classrooms before programming.	¾ hour before service.
		Grades 1-4 Take Down Team	Take down Grades 1-4 classrooms after programming.	½ hour after service.
		Grades 5 & 6 Set up Team	Set up Room 214 with decorations for worship.	½ hour Saturdays at 3:30 on a rotating basis.
		Grades 5 & 6 Take down Team	Take down decorations in Room 214 and store them.	½ hour Sundays at 12:00 on a rotating basis.
Special Needs Program	*	Special needs Helper Needs vary by student	Assist students with special needs during KQ music, lessons, crafts and snacks. Level of assistance needed varies among students. Skills: Love of children, willingness to receive training if necessary.	1-1/2 church hours on weekend (shared commitment possible).
KQ Missions	*	Missions Team	Assist with coordinating missions within KQ.	As needed.
Prayer	*	Prayer Team	Meeting regularly to pray for the KQ program and/or pray with the KQ children.	At least once monthly during KQ service.

Fall 2006/2007 **WEDNESDAY NIGHT** Children's Ministry Volunteer Opportunities

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	Volunteer Position	Brief Description	Time Commitment
WOW	Worship on Wednesday (WOW) Opportunities	WOW takes place during the school year on Wednesday evenings for grader K - 6.	6:00-7:15 pm Wednesdays.
Leadership	* WOW K-4 Coordinator Assistant	Assist in the structure of the elementary WOW service time; with or in the absence of the WOW Elementary Coordinator. Prepare areas for team leaders and assist them when needed. Skills: organization, flexible, people person, problem solver.	5:15-7:30 pm each Wednesday. Some prep may be needed as well as monthly Enrichment meetings
	* RO56 Large Group Coordinator	Assist and also be a contact person for RO56 setup team, media team, speakers, and special events teams.	One to two hours per week.
	* RO56 Small Group Coordinator	Assist and also be a contact person for RO56 shepherds and prep team. Will also work to copy and disperse curriculum.	One to two hours per week.
	* RO56 Large Group Presenter	Present Bible lesson to approximately 150 students. Coordinate teaching schedule. Skills: Organized, joyful, outgoing, patient, and energetic.	10-20 minute teaching time on Wed. evening, prep time, and monthly Enrichment meetings
	* RO56 Special Events Team	Organize and oversee all RO56 Special Events. Ex: Can drive, service projects, etc.	One hour a week as needed.
	* RO56 Materials Team Coordinator	Organize and oversee the gathering and prepping of supplies for each weeks lesson	One - two hours a week.
Shepherding	* Grade Kind – 4 Shepherds	Lead a small group activity for 20 minutes, and then rotate to music or activity, closing with worship. Activities will be provided each week. Skills: ability to develop personal relationships with children and play a part in helping them grow closer in their relationship with the Lord.	5:45-7:30 pm each Wednesday. ½ hour prep time prior to WOW as well as monthly Enrichment meetings.
	Grade Kind – 4 Shepherds Substitute	See description for Grade Kind – 4 Shepherds	5:45-7:30 pm Wednesday as needed. ½ hour prep time prior to WOW
	* RO56 Shepherds (Grades 5 & 6)	Facilitate a group of 10-12 students, leading activities, encouraging discussion, and building relationships with them. Skills: Loving, lighthearted, trustworthy, patient and faithful.	5:30–7:30pm each Wednesday. ½ hour of prep time prior to RO. as well as monthly Enrichment meetings.
	* RO56 Substitute Shepherds	See RO56 Shepherd description above.	5:30 – 7:30 pm Wednesdays, as needed.
Worship Team	* WOW Worship Leader (Grade Kind - 4)	Worship team provides worship service each week for approximately 20 minutes at the close of the evening. Also lead a breakouts of music and activities twice an evening. Skills: creativity, energetic, enjoys children, singing, have fun in worship.	5:45-7:30 pm one or two Wednesdays each month. Fall informational meeting. Monthly Worship practices
	* Drama and Puppet Team	Assist in creating and participating in dramas both with and without puppets.	Practice time plus performance times, based on your availability.

Administration	*	WOW Registration	Help with registration for new attendees and visitors as well as escorting them to rooms (If the team is large enough, an every-other-week schedule will work.) Skills: friendly, people person, organized.	5:45-6:15pm each Wednesday.
	*	WOW Security	Monitor hallways throughout the WOW hour assisting children and shepherds/team leaders when needed. Skills: people person, safety conscious.	5:45-7:15 pm each Wednesday.
	*	WOW Materials Team	Coordinate and gather materials and supplies for Wednesday evenings for grades k - 4. Skills: organized, able to work independently.	Weekly prior to Wednesday night (possibly on a rotating basis). 1-2 hour prep per week
	*	RO56 Materials Team	Coordinate and gather materials and supplies for Wednesday evenings for grades 5 & 6. Skills: organized, able to work independently	Weekly prior to Wednesday night (possibly on a rotating basis). 1-2hour prep per week
		Missions Team	Work with KQ Missions Coordinator to partner WOW missions with KQ Missions	As needed for mission project
Special Needs Program	*	Special needs Helper Needs vary by student	Assist students with special needs during KQ music, lessons, crafts and snacks. Level of assistance needed varies among students. Skills: Love of children, willingness to receive training if necessary.	5:30-7:30 on Wednesday nights (shared commitment possible).
Prayer	*	Prayer Team	Meeting regularly to pray for the Wednesday night programs and/or pray with the children.	As needed.
Special Events	*	Special Event Opportunities	Special Events include the Fall Festival, Christmas, and Easter.	Time Commitment
		Special Events Leader	Work with Special Event Coordinator planning and preparing as well as assisting with the events themselves. Skills: organized, creative, and flexible.	Seasonally as needed.
	*	Special Events Helper	Assist with preparation and implementation of Special Events	Seasonally as needed.