

JOB DESCRIPTION

2-K Team Member

DEFINITION

A 2-K team member is one who serves in a classroom of 2's, 3's, 4's, 5's or Kindergarteners during a Sunday morning worship service.

PURPOSE

To model Christ's love while caring for the physical and emotional needs of Preschoolers, ages 2-K, and teaching them God's Word so they begin to have an understanding of God and His Son Jesus.

RELATIONSHIPS

- Recruited by the Department Coordinator with the approval of the Director of Preschool Ministries.
- Responsible to the Department Coordinator.

TERM OF SERVICE

A minimum of 2 Sundays per month from September 2010 - August 2011.

SPECIFIC RESPONSIBILITIES

1. Pray for fellow team members, students and their families.
2. Complete department orientation before serving.
3. Attend any meetings throughout the year scheduled by the Department Coordinator.
4. Arrive 15 minutes before service start time.
5. In the event of an absence, secure an approved substitute and notify the Department Coordinator.
6. Evaluate and maintain room organization and supplies.
7. Serves with your team members in sharing these responsibilities:
 - Warmly greeting and welcoming your students and their parents.
 - Follow the "Sunday Morning Checklist" located in the Preschool Manual.
 - Follow the schedule posted in the classroom.
 - Ensures the provided curriculum is taught as directed by the Department Coordinator.
 - Organizing and sterilizing of toys, counter tops and tables so that the room is ready for the next class.
8. Notify the department coordinator of supplies needed in the classroom

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Possess a love for children.
4. Meet the screening requirements

COORDINATORS: Kathy Schamberger (847) 289-1931, 2's & 3's (West Campus)
Jill Valentini (847) 815-9193, 2's & 3's (West Campus)
Kathy Burgin (815) 827-3324, 4's, 5's & K's (West Campus)
Wendy Branscom (847) 429-1193 (East Campus)

JOB DESCRIPTION

Preschool Music Teacher

DEFINITION

A Preschool Music Teacher is one who serves in the 2's – K's classrooms during a Sunday morning worship service.

PURPOSE

To model Christ's love while sharing the gift of music through singing praises to the Lord and teaching the children using voice, accompaniment, instruments, action and movement.

RELATIONSHIPS

- Recruited by the Director of Preschool Ministries.
- Responsible to the Director of Preschool Ministries.

TERM OF SERVICE

Weekly, September 2010 - June 2011.

SPECIFIC RESPONSIBILITIES

1. Pray for the children and their families.
2. Complete orientation before serving.
3. Attend any meetings throughout the year scheduled by the Director of Preschool Ministries.
4. Arrive on time to each classroom following the provided rotation schedule.
5. Ensure that the provided curriculum is used.
6. Assist in preparing/leading the children for special performances (Christmas, Palm Sunday, Worship).
7. Notify the Director of Preschool Ministries of any supplies needed for preparation and teaching.
8. In the event of an absence, notifies the Team Members, Department Coordinator, and/or Director of Preschool Ministries.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Possess a love for children.
4. Meet the screening requirements

COORDINATOR: Nancy Deeter (630) 232-7068, ext. 143

JOB DESCRIPTION

Sunday Ministry

Preschool Youth Helper

DEFINITION

A youth helper is a 5th through 12th grade student who serves in a preschool classroom during a worship service.

PURPOSE

- To allow youth the opportunity to learn from adult role models who model Christ's love as they serve.
- To model Christ's love through their actions and words and to learn from adults as they care for and teach children.

RELATIONSHIPS

- Recruited by the Director of Preschool Ministries.
- Responsible to the Department Coordinator.

TERM OF SERVICE

2 times a month (1st, 3rd, 5th or 2nd, 4th Sundays) or weekly during a school year.

SPECIFIC RESPONSIBILITIES

1. Complete department orientation before serving.
2. Pray for and encourage the children.
3. Arrive at least 10 minutes before the service start time.
4. When unable to be present, notify the Department Coordinator.

QUALIFICATIONS

1. Attends First Baptist Church.
2. Completes a Youth Helper Application.
3. Has a love of preschoolers and desires to help them learn about God.
4. Is dependable.
5. To serve in the nursery or toddler rooms, needs to have completed a certified child care class, or provide written documentation of previous experience caring for infants or toddlers.

COORDINATOR: Nancy Deeter 1.630.232.7068 ext. 143
ndeeter@fbcg.com

JOB DESCRIPTION

Preschool Bible Verse Bulletin Boards

DEFINITION

A Preschool Bible Verse Bulletin Board servant is one who assures that a bi-monthly designated preschool Bible verse is displayed within the N/T or 2's-K's preschool classrooms.

PURPOSE

To provide a visual reminder that will assist in the prompting of unified teaching/learning of Bible verses that focus on the teaching truths of Sunday School curriculum.

RELATIONSHIPS

- Recruited by the Director of Preschool Ministries.
- Responsible to the Director of Preschool Ministries.

TERM OF SERVICE

September 2010 - August 2011

SPECIFIC RESPONSIBILITIES

1. Pray for the preschoolers and the Preschool Team Members.
2. Complete curriculum orientation before serving.
3. Assure that bulletins boards are kept current.
4. Recruit additional helping hands assistance if desired.
5. Notify Director of Preschool Ministries of any supplies needed.
6. Attend any meetings throughout the year scheduled by the Director of preschool Ministries.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Possess a love for children.

JOB DESCRIPTION

Preschool Crafts

DEFINITION

A Preschool Crafts servant is one who assures that a weekly craft is planned and prepared for one hour of each of the 2/s & 3's or 4's/5's & K's department Sunday classrooms.

PURPOSE

To provide a hands-on activity and visual reminder that will assist in teaching the truths of the Sunday School curriculum lesson.

RELATIONSHIPS

- Recruited by the Director of Preschool Ministries.
- Responsible to the Director of Preschool Ministries.

TERM OF SERVICE

September 2010 - June 2011

SPECIFIC RESPONSIBILITIES

1. Pray for the preschoolers and the Preschool Team Members.
2. Secure the quarterly curriculum and lesson schedule from the Director of Preschool Ministries.
3. Prior to the hour that the craft is needed deliver to the classrooms or Resource Room a craft sample, directions and supplies needed for completing the craft.
4. Recruit additional helping hands assistance if desired.
5. Notify Director of Preschool Ministries of any supplies needed.
6. Attend any meetings throughout the year scheduled by the Director of preschool Ministries.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Possess a love for children.