

JOB DESCRIPTION

Adventure Club Small Group Leader

DEFINITION

An Adventure Club Small Group Leader is one who shepherds a small group of children at Adventure Club.

PURPOSE

To ensure that each child attending Adventure Club is cared for and loved to Jesus.

RELATIONSHIPS

- Recruited by Adventure Club Coordinator.
- Responsible to the Adventure Club Coordinator.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010 – April 20, 2011

RESPONSIBILITIES

1. Pray for the children and workers of Adventure Club.
2. Be ready to greet your children at 6:15 and remain with them until 8:15 p.m.
3. Pick up announcements and materials each week at the leader's table before Adventure Club begins.
4. Sit with your children during the opening time.
5. Is responsible for the discipline of the children in your care.
6. Lead Small Group:
7. Escort your children to small group, games, crafts and wrap-up.
8. Participate during activity time and/or game time, as needed.
9. Give reward stamps according to plan.
10. Let one of the AC Coordinators know you will be absent.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attends worship weekly.
3. Possesses a love for children.
4. Meets the screening requirements.

ADVENTURE CLUB COORDINATORS: Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ext. 126

JOB DESCRIPTION

Adventure Club Small Group Youth Leader

DEFINITION

A Small Group Youth Leader is a youth who assists in supervising a small group of children at Adventure Club.

PURPOSE

To ensure that each child attending Adventure Club is cared for and loved to Jesus.

RELATIONSHIPS

- Recruited by Adventure Club Coordinator.
- Responsible to the Adventure Club Coordinator.

TERM OF SERVICE

Wednesday Evenings; September 2010, – April 21, 2011

RESPONSIBILITIES

1. Pray for the children and workers of Adventure Club.
2. Arrive at 6:15 to greet your children.
3. Sit with your children during the opening time.
4. Sit with children during Small Group time.
5. Perform any duties assigned by adult leader, which could include:
 - Taking attendance
 - Helping escort children to small group, games, crafts and wrap-up.
 - Helping with reward stamps.
 - Helping children find verses in the Bible.
 - Writing names of children who do not own their own Bible on list at leaders' table.
 - Bringing children who need special attention to Mrs. Sarros.
6. During Game/Craft time, stay with one group of children and participate with them.
7. Let one of the AC Coordinators know when you will be absent.

QUALIFICATIONS

1. Attends FBCG.
2. Has a love for children.
3. Is dependable.
4. Completes a youth application.

ADVENTURE CLUB COORDINATOR:

Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ex. 126

JOB DESCRIPTION

Adventure Club Alternate

DEFINITION

An Adventure Club Alternate is one who fills in for any position needed at Adventure Club.

PURPOSE

To ensure that each child attending Adventure Club is cared for and loved to Jesus.

RELATIONSHIPS

- Recruited by Adventure Club Coordinator.
- Responsible to the Adventure Club Coordinator.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010 – April 20, 2011

RESPONSIBILITIES

1. Pray for the children and workers of Adventure Club.
2. Let Adventure Club Coordinators know monthly what Wednesday evenings you are available.

The following responsibilities are for Small Group Leader, which is the most common position an Alternate is needed for:

1. Be ready to greet your children at 6:15 and remain with them until 8:15 p.m.
2. Pick up announcements and materials each week at the leader's table before Adventure Club begins.
3. Sit with your children during the opening time.
4. Is responsible for the discipline of the children in your care.
5. Lead Small Group:
6. Escort your children to small group, games, crafts and wrap-up.
7. Participate during activity time and/or game time, as needed.
8. Give reward stamps according to plan.

QUALIFICATIONS

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

ADVENTURE CLUB COORDINATORS: Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ext. 126

JOB DESCRIPTION

Adventure Club Drama Team Member

DEFINITION

An Adventure Club Drama team member performs in the skits for Adventure Club.

PURPOSE

To enhance the learning of the Bible lesson for children.

RELATIONSHIPS

1. Recruited by the Adventure Club Coordinator.
2. Responsible to the Adventure Club Drama Director.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010 – April 20, 2011

RESPONSIBILITIES

1. Pray for the children and workers in Adventure Club.
2. Memorize part in drama.
3. Attend rehearsals as called by Drama Director (usually during Adventure Club).
4. Inform Drama Director when you will be absent.

QUALIFICATIONS

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

ADVENTURE CLUB DRAMA DIRECTOR:

Colleen Wartman, 630-232-7968 X 126

JOB DESCRIPTION

Adventure Club Song Leader

DEFINITION

The Song Leader selects and leads the music for Adventure Club.

PURPOSE

To help the children praise God through song.

RELATIONSHIPS

1. Recruited by the Adventure Club Coordinator.
2. Responsible to the Adventure Club Director.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010 – April 20, 2011

RESPONSIBILITIES

1. Pray for the children and workers in Adventure Club.
1. Select a theme song for the year with the help of the Adventure Club Coordinator.
2. Select 2-3 songs to sing each evening that are appropriate for children.
3. Have music going during children's arrival from 6:15 – 6:30.
4. Lead the singing with the children.
5. Select children to help with singing, motions, etc.
6. Attend meetings called by the Coordinator (2-3 per year).
7. Inform AC Coordinator when you will be absent.

QUALIFICATIONS

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

ADVENTURE CLUB COORDINATOR:

Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ext. 126

JOB DESCRIPTION

Adventure Club Musician

DEFINITION

A Registration Worker is one who sings or plays a musical instrument in the AC Band.

PURPOSE

To help the children at Adventure Club worship God in song.

RELATIONSHIPS

- Recruited by the Adventure Club Coordinator.
- Responsible to the Adventure Club Song Leader.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010 – April 20, 2011

RESPONSIBILITIES

1. Prays for the children and workers in Adventure Club.
2. Rehearses with the AC Band as scheduled by the Song Leader (usually 30 minutes before club and during club small group time).
3. Provide accompaniment to songs from 6:30-6:40 and 7:50-8:00, if instrumentalist.
4. Lead songs with motions from 6:30 -6:40 and 7;50-8:00, if vocalist.
5. Let AC Song Leader know when you will be absent.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attends worship weekly.
3. Possesses a love for children.
4. Meets the screening requirements.

SONG LEADER: ?

JOB DESCRIPTION

Adventure Club Game Leader

DEFINITION

The Game Leader oversees the games for Adventure Club.

PURPOSE

To facilitate the smooth functioning of game time so children are able to expend the energy God gave them.

RELATIONSHIPS

1. Recruited by the Adventure Club Coordinator.
2. Responsible to the Adventure Club Coordinator.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010 – April 20, 2011

RESPONSIBILITIES

1. Pray for the children and workers in Adventure Club.
2. Select games for Adventure Club.
3. Gather equipment needed for game time.
4. Ensure that game time is sufficiently staffed each week.
5. Oversee the participation of the children in game time –
 - 7:00 – 7:20 All 1st & 2nd Graders
 - 7:25 – 7:45 All 3rd & 4th Graders
6. Run a variety of games so that all children can feel a measure of success.
7. Attend AC Leadership meetings called by the Director (1-2 per year).
8. Inform AC Coordinator when you will be absent.

QUALIFICATIONS

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

ADVENTURE CLUB COORDINATOR: Chris Sarros, 630-232-7068, ext.125
Colleen Wartman, 630-232-7068, ext. 126

JOB DESCRIPTION

Adventure Club Game Worker

DEFINITION

A Game Worker assists the Game Coordinator in the games for Adventure Club.

PURPOSE

To ensure that children are allowed to spend the energy God gave them.

RELATIONSHIPS

- Recruited by the Adventure Club Coordinator.
- Responsible to the Game Coordinator.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010 – April 20, 2011

RESPONSIBILITIES

1. Prays for the children and workers in Adventure Club.
2. Assists the Game Coordinator with the games.
3. Helps with the participation of the children in the games.
4. Informs Game Coordinator when you will be absent.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attends worship weekly.
3. Possesses a love for children.
4. Meets the screening requirements.

ADVENTURE CLUB COORDINATOR:

Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ext. 126

JOB DESCRIPTION

Adventure Club Registration Worker

DEFINITION

A Registration Worker is one who registers children and puts them into small groups.

PURPOSE

To ensure each child is accounted for and part of a small group.

RELATIONSHIPS

- Recruited by the Adventure Club Coordinator.
- Responsible to the Registration Coordinator.

TERM OF SERVICE

Wednesday Evenings; September 20, 2010 – April 13, 2011

RESPONSIBILITIES

6. Prays for the children and workers in Adventure Club.
7. Serves at the registration table on his/her scheduled night.
8. Places each child into a group according to the instructions given by the Registration Coordinator.
9. Assists in getting children to their Small Group Leader.

QUALIFICATIONS

5. Is a committed Christian with a Christ-honoring lifestyle.
6. Attends worship weekly.
7. Possesses a love for children.
8. Meets the screening requirements.

ADVENTURE CLUB COORDINATOR:

Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ext. 126

JOB DESCRIPTION

Adventure Club Craft Worker

DEFINITION

A Craft Worker is one who assists the Craft Coordinator.

PURPOSE

To help the children experience hands-on illustrations of the Bible lesson for the evening.

RELATIONSHIPS

- Recruited by the Adventure Club Coordinator.
- Responsible to the Craft Coordinator.

TERM OF SERVICE

Wednesday Evenings; September 29, 2010– April 20, 2011

RESPONSIBILITIES

1. Prays for the children and workers in Adventure Club.
2. Meets with the Craft Coordinator as needed.
3. Assists Craft Coordinator in making sample crafts and getting craft ready for the evening.
4. Helps the children make their crafts.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attends worship weekly.
3. Possesses a love for children.
4. Meets the screening requirements.

ADVENTURE CLUB COORDINATOR:

Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ext. 126

JOB DESCRIPTION

Adventure Club Store Worker

DEFINITION

An Adventure Club Store Worker serves in the Store of Adventure Club.

PURPOSE

To allow children the opportunity to spend their rewards.

RELATIONSHIPS

- Recruited by the Adventure Club Coordinator.
- Responsible to the Adventure Club Store Shopper.

TERM OF SERVICE

Selected Wednesday evenings October through April.

RESPONSIBILITIES

1. Prays for the children and workers in Adventure Club.
2. Helps to organize and price the items in the store.
3. Helps with the set-up and take-down of the Store.
4. Gives any needed assistance to children in their purchases.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attends worship weekly.
3. Possesses a love for children.
4. Meets the screening requirements.

ADVENTURE CLUB COORDINATOR: Chris Sarros, 630-232-7068, ext. 125
Colleen Wartman, 630-232-7068, ext. 126