

# **JOB DESCRIPTION**

## **Faith Station Activity Station Leader**

### **DEFINITION**

This role serves as coordinator for Activity Station time.

### **PURPOSE**

The Activity Station Leader develops and schedules the craft projects, coloring pages and games that will be offered each week.

### **RELATIONSHIPS**

- Recruited by the Faith Station Coordinator with the approval of the Elementary Sunday School Coordinator.
- Responsible to the Faith Station Coordinator.

### **TERM OF SERVICE**

One Year; a minimum of 2X a monthly, September 2010 – August 2011

### **RESPONSIBILITIES**

1. Pray for the staff and children of Desiring God.
2. Arrive at least 20 minutes before children arrive to set up activity stations.
3. Determine the activities that will be offered each week.
4. Acquire the necessary materials needed for each activity. Submit any receipts to Faith Station Coordinator.
5. Prepare instruction sheets for Activity Stations.
6. Interact with and guide children during Activity Station time.
7. Meet periodically with Large Group Program team to review curriculum.
8. Take down and store all the Activity Station props and supplies.

### **QUALIFICATIONS**

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Have the spiritual gifts of creativity, hospitality and administration.
3. Attend worship weekly.
4. Possess a love for children.
5. Meet the screening requirements.

### **DESIRING GOD COORDINATOR:**

East Campus: Wendy Branscom, (847) 429-1193  
West Campus: Cheryl Rossi, 630-262-9379

# **JOB DESCRIPTION**

## **Faith Station Team Teacher**

### **DEFINITION**

A Faith Station Team Teacher is one who shares weekly classroom teaching duties for children who are in one of the grades from 1 to 4 during a Sunday morning worship service.

### **PURPOSE**

To model Christ's love while teaching God's Word so children will come to a saving knowledge of Jesus Christ, and grow in their commitment to Him.

### **RELATIONSHIPS**

- Recruited by the Faith Station Coordinator with the approval of the Elementary Sunday School Coordinator.
- Responsible to the Faith Station Coordinator.

### **TERM OF SERVICE**

One Year; Weekly, September 2010 – August 2011 (Summer schedules are flexible)

### **SPECIFIC RESPONSIBILITIES**

1. Pray for fellow team members, students and their families.
2. Complete department fall orientation before serving.
3. Attend any meetings throughout the year scheduled by the department coordinator.
4. Arrive 15 minutes before class start time.
5. In the event of an absence, secure an approved substitute and notify the department coordinator.
6. Serve with your co-teacher in sharing these responsibilities:
  - Warmly greeting and welcoming your students and their parents.
  - Preparing and teaching the curriculum provided on your teaching week.
  - Ensuring each child has a Bible and uses it each week.
  - Praying with the children and teaching them to pray.

### **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.

### **Faith Station Coordinators:**

East Campus: Wendy Branscom, (847) 429-1193  
West Campus: Cheryl Rossi, 630-262-9379

# **JOB DESCRIPTION**

## **Door Greeter / Security**

### **DEFINITION**

The Elementary Door Greeter is one who greets children and parents at either Jubilation Station or Faith Station and provides security for the hour.

### **PURPOSE**

To make families feel welcome and safe.

### **RELATIONSHIPS**

- Recruited by the Elementary Sunday School Coordinator.
- Responsible to the Elementary Sunday School Coordinator.

### **TERM OF SERVICE**

One Year; Weekly, September 2010 – August 2011 (Summer schedules are flexible)

### **RESPONSIBILITIES**

1. Pray for the children and families of FBCG.
2. Arrive at your post 20 minutes before the program start.
3. Greet children and parents as they arrive.
4. Make sure each child has a nametag before entering the room.
5. Watch hallways as children leave to go to the bathroom and return.
6. Notify the Elementary Sunday School Coordinator 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. Meet the screening requirements.

**Elementary Sunday School Coordinator:** Colleen Wartman, 630-587-5356

# **JOB DESCRIPTION**

## **Faith Station Activity Station Helper**

### **DEFINITION**

This role serves as a helper to the Activity Station Leader.

### **PURPOSE**

To assist the Activity Station Leader in setting up, leading and taking down the Activity Stations.

### **RELATIONSHIPS**

- Recruited by the Faith Station Coordinator with the approval of the Elementary Sunday School Coordinator.
- Responsible to the Faith Station Activity Station Leader.

### **TERM OF SERVICE**

One Year; Weekly, September 2010 – August 2011

### **RESPONSIBILITIES**

1. Pray for the staff and children of Faith Station.
2. Arrive at least 20 minutes before children arrive to set up Activity Stations.
3. Lead various Activity Stations as needed.
4. Interact with and assist children in making of crafts, etc.
5. Assist the Activity Station Leader in taking down and storing props and supplies.

### **QUALIFICATIONS**

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Have the spiritual gifts of creativity, administration and helping.
3. Attend worship weekly.
4. Possess a love for children.
5. Meet the screening requirements.

**JUBILATION STATION COORDINATOR:** Colleen Wartman, 630-587-5356 (West Campus)