

# **JOB DESCRIPTION**

## **Jubilation Station Coordinator**

### **DEFINITION**

The Jubilation Station Coordinator is one who oversees the Jubilation Station program for children in Grades 1-4.

### **PURPOSE**

To facilitate the functioning of Jubilation Station to its highest God-pleasing potential.

### **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

### **SPECIFIC RESPONSIBILITIES**

1. Pray regularly for your staff, their families and children.
2. Serve on the Children's Ministry Leadership Team.
3. Recruit Jubilation Station staff with the help and approval of the Elementary Sunday School Coordinator..
4. Lead your staff:
  - Lead the Fall Orientation to train your staff.
  - Keep in contact with staff to determine needs, share successes, keep the flow of communication open, anticipate problems, and boost morale.
  - Be available on Sunday mornings for the needs of your staff and department.
  - Oversee curriculum use and room set up.
  - Follow through with people who are late or do not show for their scheduled time of service.
5. Be present 20 minutes prior to the start of your program.
6. Evaluate and maintain room organization and supplies.
7. Ensure guidelines of the Protection Policy are being followed.

### **QUALIFICATIONS**

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Fully accept the FBCG and CM vision and mission statements.
4. Possess a love for children and a desire to see them grow spiritually.
5. Possess people management skills.
6. Meet the screening requirements.
7. Be a team player.

# **JOB DESCRIPTION**

## **Jubilation Station Drama Leader**

### **DEFINITION**

This role serves as co-coordinator for the Large Group Program by developing and assisting with the presentation of the creative Bible lesson.

### **PURPOSE**

To facilitate the creative Bible lesson.

### **RELATIONSHIPS**

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

### **TERM OF SERVICE**

One Year; Weekly, September 2010 – August 2011

### **RESPONSIBILITIES**

1. Pray for the staff and children of Jubilation Station.
2. Arrive 20 minutes early to meet with Music and Large Group Leaders and Coordinator in preparation for Large Group Program.
3. Rehearse, as needed, the Large Group Program with team members.
4. Read and be familiar with scripts.
5. Serve as an alternate teacher if the Large Group Leader is absent or serve as an additional teacher during the Large Group Program as needed.
6. Assist Music Leader during praise and worship time.
7. Provide props and sets for Large Group Program as needed.
8. Attend meetings with Large Group Program team members to review curriculum.

### **QUALIFICATIONS**

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Have the spiritual gifts of Leadership, Teaching, Shepherding and Creative Communication.
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)

# **JOB DESCRIPTION**

## **Jubilation Station Music Leader**

### **DEFINITION**

This role leads the children in the music portion of the Large Group Program. He or she needs to be comfortable in an up-front role, highly flexible and able to lead a crowd of children.

### **PURPOSE**

To lead the children in an energetic and worshipful time of song.

### **RELATIONSHIPS**

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

### **TERM OF SERVICE**

One Year; Weekly, September 2010– August 2011

### **RESPONSIBILITIES**

1. Pray for the staff and children of Jubilation Station.
2. Select and prepare music to be presented during Large Group Program.
3. Arrive 20 minutes early to meet with Large Group and Drama Leaders in preparation for Large Group Program.
4. Interact with children during Activity Station time.
5. Lead the children in praise and worship songs during Large Group Program.
6. Coordinate and select music for the Large Group Program.
7. Serve as an additional teacher as required during the Large Group Program.
8. Rehearse, as needed, Large Group Program with team members.
9. Attend meetings with Large Group Program team members to review curriculum.

### **QUALIFICATIONS**

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Have the spiritual gifts of teaching, music and creative communication.
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)

# **JOB DESCRIPTION**

## **Jubilation 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 Jubilation Station Coordinator with the approval of the Elementary Sunday School Coordinator.
- Responsible to the Jubilation Station Activity Station Leader.

### **TERM OF SERVICE**

One Year; Weekly, September 2010 – August 2011

### **RESPONSIBILITIES**

1. Pray for the staff and children of Jubilation 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)

# **JOB DESCRIPTION**

## **Jubilation Station Shepherd**

### **DEFINITION**

A shepherd is one who shepherds a small group of 1st-4th graders.

### **PURPOSE**

To love children to Jesus by developing relationships with them and modeling Christ's love to them.

### **RELATIONSHIPS**

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

### **TERM OF SERVICE**

One Year; Weekly, September 2010 – August 2011

### **RESPONSIBILITIES**

1. Prays for your students, staff and Jubilation Station program.
2. Attends training/department meetings.
3. Arrives 15 minutes early to be ready to welcome and greet your children.
4. Develops relationships with your small group of children through:
  - Giving a warm welcome and inquiring about their week.
  - Helping them to understand the Bible story for the day.
  - Helping the children find the weekly Bible verse in their Bible and explaining the meaning.
  - Encouraging Bible Memory through maintaining records of children's memorization and awards program.
  - Praying with the children and teaching them to pray.
  - Interacting with the children during activity time.
  - Sitting with your group of children during Large Group Time.
  - Sending postcards at birthdays and when they are absent.
5. At the close of Jubilation Station, stays with your group of children until they have been picked up by parents.
6. Take the children who are remaining for the next hour to their teacher.
7. Finds a sub from the sub list when you will be absent and lets the Jubilation Station Coordinator know who it is.

### **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.

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

# **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