

First Baptist Church
Blue Springs, MO
Children's Ministry Description

Title: 9AM COORDINATOR

Spiritual Gifts: Administration, Helps, Leadership

Responsibilities: This volunteer oversees the organization of the Ministry classrooms, special events and teachers and volunteers for the 9am worship service hour. In addition this volunteer will be responsible for children's attendance and the overall safety of the children.

Time Commitment: 2 Hours each week and 1-2 hours in a Team meeting each month.

Weekly...

- Connect with classroom volunteers by sending cards, phone calls, emails, etc.
- Make sure you have adequate staffing for your service.
- Assist in finding substitutes for teachers who will be absent.

- Weekend...
- Check that rooms have all necessary supplies.
- Pray for your team prior to service.
- Be readily available to adults and children 15 minutes prior to the ministry hour start time.
- Greet and welcome children and families.
- Take attendance of children – make sure the attendance sheets and number of kids in the room match up.
- Gather and distribute supplies as needed.
- Collect info cards for new children and add to the clipboard.
- Assist in the Set up and/or the clean up of the classrooms.
- Be ready to assist with discipline or other concerns as they arrive.

- Monthly...
- Attend monthly volunteer meetings and coordinator meetings.

Training and Support Provided...

This position will be directly supported by the children/preschool staff person.