

ILLUMINATE

KIDS

Kids Ministry Assistant and Childcare Coordinator *15-18hrs weekly*

Weekly Tasks:

Classroom Lesson Prep *1-2hrs weekly*

- Follow lesson plans to prep materials for classrooms weekly.
- Assist with craft prep for Sunday lessons, including a sample for each class.
- Monthly check and stock each classroom's first aid kit/evac kit.

Childcare: *(Dates and time will fluctuate) 9-12hrs weekly*

- Schedule Busy Bees to meet ministry needs. Coordinate with other ministry leads.
- Prep Busy bee check-in clipboards.
- Set up and break down check-in stations. Including new family clipboards.
- Open and prep rooms prior to use.
- Close and clean rooms after use.
- Check in children for childcare and monitor hall and classroom needs.
 - Assist in rooms as needed.
 - Help facilitate activities.
- **Women's Bible Study**
 - Tuesdays 6 pm-9 pm
 - Wednesdays 9 am – 12 pm
- **First Light**
 - 1st Sunday of each month until 1:00
- **Celebrate Recovery**
 - Friday's 5:30 pm – 8:30 pm
- **Special Events**
 - Worship Nights (quarterly)
 - Ect.

Sunday Mornings: *4.5hrs weekly*

- 7:30 – 12:00

- Assist with opening classrooms and making sure rooms are clean and tidy for Sunday morning.
- Greeting families and assisting with check-in or hall monitoring.
- Assist with checking in volunteers.
- Attend one service.
- Make sure volunteers are set up for success with name tags, and all needed materials.
- Assist with closing classrooms and collecting and filing nametags.

Holidays & Special Events: *Varied Hours*

- Easter Family Event (Apr)
- Easter Services
- VBS (June)
- Back to School Family Event (Aug)
- Treat Street (Oct)
- Jingle Jam (Dec)
- Christmas Eve Services

MISC MEETINGS:

- Weekly Team meetings: Date and Time TBD *1hr weekly*
- Monthly staff meeting: 1st Tuesday of the month 12 pm – 2 pm