



2009 Job Descriptions

Teacher *8:45 to 10:45 on Sunday mornings plus 1 hour of preparation during the week
2 Sundays per month*

The role of the Crosstown teacher is to teach our students Biblical truths on Sunday mornings. This is done through storytelling, games, and other classroom activities. The teacher is the person primarily responsible for what takes place in the classroom.

Outside of Sunday mornings, the teacher is encouraged to do other things to connect and build relationships with his or her students. Examples include praying for the student and his or her family, calling the student on his or her birthday, etc.

Teacher Assistant *8:45 to 10:45 on Sunday mornings
2 Sundays per month*

The teacher assistant serves alongside the classroom teacher. This person will assist the teacher as needed. For example, our assistants often help with story time, serve snacks, and help our younger kids with cutting, gluing, etc.

The teacher assistant position is also excellent for those with limited English skills or for those who are relatively new to Christianity. Many of our teacher assistants go on to be teachers when they feel they are ready.

Substitute Teacher *8:45 to 10:45 (Sunday school) OR 10:45 to 12:45 (Kids Time) on Sunday
mornings
Flexible scheduling*

The substitute teacher will fill-in for the regular teachers when neither of the regular teachers is available to teach. Sometimes you may be notified a few weeks in advance, while at others, you may only have a day or two. **This is a great position for those who travel frequently but still want to be involved!**

Worship Leader *9:00 to 9:30 on Sunday mornings plus ½ hour of preparation during the week
2 Sundays per month*

The worship leader is responsible for leading the children's worship time on Sunday mornings. Currently, we have 10 minutes of worship scheduled for our younger students (ages 2 to Grade 2) and 10 minutes of worship for our older students (Grades 3 to 6). DVDs and CDs are available – you just need to choose the songs!

Additionally, the worship leader would be responsible for collecting the Sunday morning children's offering. After the money is collected, it is then to be deposited in the box outside the church office before the end of the first service.

But wait, there's more! Please turn over for more opportunities...

Greeter and Security *8:45 to 9:30 on Sunday mornings* *2 Sundays per month*

As a greeter, this individual is responsible for greeting each of our students and families with a warm smile! This person would also assist new families in registering their child(ren) for Sunday school and directing them to the correct classroom.

As a security specialist, this individual would also be responsible for assisting families with our **KidzPro** check-in software. Specifically, this person would ensure that every student and parent has a nametag before going to his or her classroom. The **KidzPro** software is very easy to use, and we are happy to provide training.

Scheduling Coordinator *Flexible scheduling* *1 hour per week, any day!*

The scheduling coordinator is responsible for creating and adjusting the regular teaching schedule. Additionally, the scheduling coordinator will make phone calls to schedule any substitute teachers that may be needed for the upcoming Sunday.

Newsletter Coordinator *Flexible scheduling*

This individual (or small team!) would be responsible for creating a 2-page newsletter on a regular basis. The *Crosstown Update* is our primary way of letting our students and families know what is going on in our ministry. Ideally, the *Crosstown Update* is published 4 times per year (October, January, April, and July).

Skills with computers and graphic design are important for this position. The work can be done from home, if appropriate software (Microsoft Word or Publisher) is available. Otherwise, the church office computers have the software needed to successfully create this publication.

Events Coordinator *Flexible scheduling, hours vary depending on the type of event being planned*

The Events Coordinator is responsible for planning and organizing events for families and students. In the past, this has included *Promotion Sunday*, *Family Movie Nights* and the *International Candy Fair*. Ultimately, however, the possibilities are endless! Generally, we have scheduled 6 to 7 events per year (February, April, June, August, September, October, and December).

Supply Shopper and Organizer *Flexible scheduling* *2 hours per week, any day!*

The Supply shopper and organizer is responsible for gathering needed items for Sunday morning activities. Teachers will inform this individual of any special supplies they need for the Sunday morning lessons. At that point, this person will either gather the supplies from our Teacher Resource Room or shop for the needed supplies.

All money spent on the supplies is reimbursed from the Children's Ministry account. Additionally, this person will organize and clean the Teacher Resource Room on an as-needed basis.