

THE WELL EQUIPPED VOLUNTEER

Train and Grow Your Children's Ministry Volunteers

Job Description Instruction Guide

When someone is considering a role in children's ministry, it is important that they understand what is being asked of them. A good job description will tell them.

This instruction guide will take you through the job description template giving you hints and tips as you customize it to your specific ministry needs. There is an example job description on page four that shows what a completed job description could like.

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Guide to Volunteer Position Description

Ministry	Fill in with the title of a specific role (i.e. Sunday School Teacher)
Ministry Leader	Fill in with the name and contact information of the person who leads this ministry; the person the volunteer will report to. Try to provide contact information that is easiest to reach the person. An email address that is checked only once a week isn't as helpful to a volunteer as a telephone number, for example.
Ministry Area	Fill in with the specific department (i.e. Preschool Sunday School; Midweek Clubs)

Length of Commitment: This is the length of time you are asking the volunteer to commit to this ministry. Some volunteers are leery about accepting a role in children's ministry because they think they are signing on for the next 25 years! Be clear about the commitment you are asking from your volunteers.

Time Commitment: This refers to the amount of time each week this role requires. Again, be specific. Obviously you'll include the amount of time that they will be working directly with the children but don't forget to include preparation time and any before-and-after-the-ministry expectations. (For example: A Sunday School teacher isn't *just* expected to make a time commitment of one hour on Sunday mornings. They should probably prepare for a couple of hours during the week, and likely need to be in the classroom 15 to 30 minutes before class starts and 15 minutes after class ends.

Requirements: This section refers to the qualifications volunteers need to have. Don't make this section too long; 2 or 3 should be enough. See the example job description below for potential requirements. You can delete or add to this section as necessary.

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Training: Be specific about the training offered to volunteers. This should include an orientation for new volunteers as well as encouragement & job specific training offered throughout the year. Even if your training isn't scheduled yet, give your volunteers an idea about the training they will receive. (For example: "Two Saturday afternoons a year").

Specific Responsibilities:

This part of the job description outlines exactly what responsibilities are involved in this volunteer position. There are 2 sections: volunteer responsibilities during the week and volunteer responsibilities the day of. You can delete or add to this section as necessary when filling out the job description template.

During the week

- If there are any responsibilities (for example, prep work) outline them clearly in this section.

Day Of

- In this section outline clearly what the volunteer is responsible for during their ministry.

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Tips and Best Practices

1. As much as possible keep the job description to one page. You don't want to overwhelm your volunteers. If it does exceed one page, print one sheet of paper double-sided.
2. Create a job description for every role in your children's ministry (Nursery, mid-week clubs, Sunday School, etc.)
 - Don't forget to write job descriptions for ministry leaders as well!
3. Update the job descriptions regularly. Ministries change; new leaders are appointed. Schedule a time to review your job descriptions every year.
4. Make sure every current volunteer receives a job description.
 - People who have been volunteering in a specific ministry for a long time may wonder why they are suddenly getting a job description. Assure them that the job descriptions are a tool to ensure that everyone knows what their role is. You may also want to get their input when creating the job description for their role. If they have been volunteering for a long time, they will have valuable insights to share.
5. Make sure every potential volunteer receives a job description. This will help them figure out where they want to serve.
6. Give all ministry leaders copies of the job descriptions that relate to their ministries. Ministry leaders should be helping you recruit. Also, these job descriptions will help the leaders know what they can ask of their volunteers.

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Example Volunteer Position Description

Ministry	Sunday School Teacher
Ministry Leader	Janelle Hoos (555-5555)
Ministry Area	Sunday School (Age 2-Grade 6)

Length of Commitment: 8 months (Mid-September to end of May.) Teachers are given the summer off to rest and recuperate.

Time Commitment: 1-3 hour of preparation time during the week; 2 hours on Sunday morning for prep, class time, and clean-up.

Requirements:

1. Sunday School Teachers need to be Christ-followers who are growing in their relationship with God and are passionate about serving with the gifts He has given them.
2. Take the Plan to Protect training session (this is a 2 hour session that will acquaint you with the churches policies and procedures regarding the safety of our children and ministry servants).

Training: Orientation/Training Session will be provided in early September. After the initial orientation, teachers will be invited to attend 2 training/encouragement sessions; one before Christmas and one in the New Year.

Specific Responsibilities:

During the week

- Pray for the children in your class and the Sunday School ministry. Be specific.
- You will be part of a teaching team. One of you will teach the lesson and the other will

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teach the application time. How you divide up these responsibilities is up to your team.

- Prepare for the lesson or application time you will be teaching on Sunday:
 - You will be given complete curriculum to teach from.
 - Read over the bible story/passage in your bible early in the week and make sure you understand it yourself.
 - Read over the lesson and be confident in how you will present the lesson and activities. If leading the application time, choose the questions and activities you will want to use.
 - Make sure you have everything you need. If there are supplies needed that weren't supplied with your curriculum, they may be in the supply cupboards. Check the inventory list or call Janelle before Thursday.
- Be in contact with your team to make sure everyone knows what their responsibilities are on Sunday morning.

Sunday Morning

- Arrive at the church by 8:40AM in order to give yourself time to prepare your room and meet with your team.
- Pray with your team, including your class's prayer partner, before the children arrive.
- Take attendance as children arrive and get them involved in an activity.
- Have a fantastic time getting to know the kids in your class, and teaching them about loving God and loving people. Sunday School is a fun ministry. Smile and don't be afraid to laugh!