

# THE IMAGE CHURCH

**Volunteer Position:** Greeter

**Supervisor Title:**

**Date Prepared/Revised:** July 31, 2019

**Summary:** Greet families as they arrive while facilitating child check-ins. Ensure that each family is welcomed warmly and is comfortable and well-informed of the schedule and any upcoming events. You play a role in security in that you monitor that each child is checked in *and* checked out safely. You are also the first face they see, don't forget to smile! 😊

## **Responsibilities**

- Arrive at 6:30pm (if at the church building) or 5:45pm (if at the park)
- Make sure that the welcome table or the picnic table at which you will be doing check-ins is clean and presentable
- Set up the Image Kidz lap top with the Planning Center check-ins page, connect the label printer, and have extra labels on hand.
- Print out a label for each volunteer and for yourself
- Greet families with a smile and explain the check-ins process as needed – confirm with the parent/guardian that they will need a sticker to check their child out. They will need to text a picture of the sticker to whoever is picking the child up if it will not be the same person.
- No child is to be allowed into service without being checked in by their parents. EACH parent/guardian is to physically check their child in and be given a sticker to check their child out after service.
- Be well informed about any upcoming church or ministry related events and connect with the parents.
- Have a good attitude and be kind – parents are entrusting you with their precious kiddos and this helps them more than you know.
- After service is over and each child has been checked out, clean up the station by neatly unplugging everything and giving it to whoever has office access. The lap top goes into the cabinet and the label printer goes into a labeled storage basket on the shelf.

# THE IMAGE CHURCH

**Volunteer Position:** Set Up/Tear Down

**Supervisor Title:**

**Date Prepared/Revised:** July 31, 2019

**Summary:** Help make the church or park presentable and ready to go for service. After service, put everything back in its place so that it is ready and perfect for Sunday.

## **Responsibilities**

- Arrive at 6:30pm (if at the church building) or 5:45pm (if at the park)
- Take out the trash if the trash cans are full.
- Stack and remove the chairs from the two front rows of the left, middle, and right aisles. Push back the rows of chairs in the Family Section area so that they're tightly pressed against the wall. Using one of dollies by the kitchen, put chairs away behind the black curtain near the front stage area of the main sanctuary, either on the right or left side, whoever has sufficient room at the time.
- Put away the Family Section sign.
- Take the Bounce House out from the back and put it in the front left corner. Turn the air generator on so that the Bounce House is inflated and put a soft mat at the end of the slide. The mats are in the children's classrooms.
- Take out the foosball table from the Kingdom room (2 person job) and place it near the sound booth in the main sanctuary.
- Take out a small square table from the classroom for the Face Paint station. Put 3 chairs around it.
- Take out a half-circle table from the classroom for the Creation station. Put 4 chairs around it.
- Ensure that there are enough water cups by the cooler. Notify someone with kitchen access to restock them as needed.
- Make sure that the area does not have any thing potential dangerous or fragile on it. Notify the administrator and Pastors with any concerns.
- As soon as Welcoming begins, you can deflate the Bounce House and put it away, along with the Face Paint and Creation Stations.
- Once service is completed, take all of the chairs out and put them back into organized rows. Ensure that everything is orderly and neatly put back into place.
- Take the Family Section sign back out and put it in its place.

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- Take out all of the trash if needed. Walk around and make sure the floor is spotless from any trash or belongings.
- If Image Kidz are at the park, make sure that you come with the list of the supplies texted to you and return those supplies to church or storage after the park service.

# THE IMAGE CHURCH

**Volunteer Position:** Words

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Help change the lyrics on the screen during Worship, post any needed graphics for other aspects of the service, and coordinate with the person doing the Word.

## **Responsibilities**

- Arrive at to church 6:30pm
- Before service starts, communicate with the Worship Leader, Announcements person, and the person leading the sermon to see which graphics they need posted.
- During Worship, monitor and change the lyrics slides in a timely manner.
- During Announcements, change the Best attitudes slides and any other relevant slides in a timely manner.
- During other aspects of the service (water break, welcoming), change the slides to either the Water Break slide or a generic Image Kidz slide.
- During the Word, display any scriptures, slides, graphics that the person leading the Word requested.
- If any questions come up, please communicate with the Sound Person or the Administrator.

# THE IMAGE CHURCH

**Volunteer Position:** Store

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Help manage the Store inventory and sell various prizes and candy at the end of every other service. This is a two-person position.

## **Responsibilities**

- Arrive at to church 6:30pm
- Before service begins, or during an intermission when there are enough volunteers monitoring the children, go into the Kingdom room and begin store set up.
- Find one table and lay out the prizes on the table – ensure that there is a sticker price label on each prize. The prizes are found in the cabinet in the Kingdom room.
- If there isn't a price label on a prize, get a sharpie and a sticker and add the price. It is x10 the original cash cost of the prize.
- Get the orange basket with candy and set it up by the table until it's time to take out the store.
- After service ends, make sure that each of you has Kidz cash on hand. Set up the table at the front of the hallway by the Welcoming booth. Allow Kidz to come up, 3 at a time so that it's not crowded.
- Be enthusiastic, explain what the prizes are, and encourage kids to save Kidz cash if they can't afford something. Be happy!
- Have one of you go to the front of the stage with the orange candy basket and sell it there so it doesn't get too crowded. Each candy is \$1 Kidz cash.
- Once the lines dies down, return everything back into the Kingdom room. Make sure you leave the room organized and clean. Return the Kidz cash to someone who has office access and tell them to put it into the administrative folder.
- Monitor the candy/prize inventory and let the administrator know if it runs low.

# THE IMAGE CHURCH

**Volunteer Position:** Security

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Help keep the children and the volunteers safe. Monitor for any suspicious activity and be alert and ready to report anything if needed.

## **Responsibilities**

- Arrive at 6:30pm (if at the church building) or 5:45pm (if at the park)
- Church Security:
  - One person is to be present at the tiled entrance area of the church at the beginning of service. This person is responsible for making sure kids don't leave the area without their parents, and that no one suspicious or unwelcome enters the area.
  - The person at the front also keeps an eye on the side hallway near the front to make sure no kids are wandering around.
  - The second person is present in the hallway at the back of the church by the two exit doors. That person is responsible for making sure the rear exit doors remain closed, and that kids do not exit the building through them.
  - The person also monitors to make sure kids are not in that hallway other than to drink water or use the restroom.
- Park Security:
  - This is a two-person job, as well. Each security person is to have a walkie talkie on them during service.
  - One person is to be stationed at the playground and basketball court. This person is responsible for making sure kids aren't wandering away from the area, and that no one suspicious or unwelcome approaches them.
  - The person should be patrolling the area and attentively watching the kids in the following areas: the playground, the climbing rock, the basketball court, the swing set, the bathrooms, and the water play area.
  - The second person is to be stationed in the fields. They are responsible for making sure the kids aren't wandering away from the area, and that no one suspicious or unwelcome approaches them.
  - This person should also be patrolling the area and making sure that the kids all stay in the same area while playing.
  - Both security persons should monitor parent pick-ups and ensure that each child is picked up safely.
- If an incident occurs, use discretion and report it to Alex and Viktoriya Fortygin (pastors) immediately.

# THE IMAGE CHURCH

**Volunteer Position:** Kid's Room

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Watch the age 6 and under kids in the Barnyard during the Word. This is a two person position.

## **Responsibilities**

- Arrive at to church 6:30pm
- When the Word is about to begin, lead the kids that are aged 6 and under to the Barnyard classroom.
- Make up games, play with play dough, and make sure the kids are playing safely until the service is over.
- Once the service is over, walk the kids back into the main auditorium. Return to the Barnyard and make sure that it is clean and organized.



**Volunteer Position:** Foosball Table

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Play with the kids at the Foosball table.

#### **Responsibilities**

- Arrive at to church 6:30pm
- Find the foosball from the Sound Booth person.
- Play with the kids. Make the competition fun and encourage kids to join.
- Once Welcoming starts, encourage the kids to go sit down and return the foosball to its spot.



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**Volunteer Position:** Face Paint

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Ask the kids what they want painted and do your very best to make their dreams come true!

## **Responsibilities**

- Arrive at to church 6:30pm
- Set up the Face Paint table with a paper cup of water, paint brushes and face paints (found in the Jungle Room).
- As kids come up, ask each kid what they want painted and do your very best to do it! You can use your phone or borrow someone's to search up pictures or inspiration. When in doubt, flowers and cars are always an easy go-to!
- As soon as Welcoming is about to start, encourage the kids to take a seat and clean up the station. Rinse off the paint brushes and return everything to wear you found it.



**Volunteer Position:** Creation Station

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Get creative with the kids by making cards, coloring, and solving puzzles!

### **Responsibilities**

- Arrive at to church 6:30pm
- During the week, figure out what exactly you want to do at the creation station. You have the option of creating cards for parents, making something holiday related, solving puzzles, bringing in your own supplies, having play dough, etc. You will have until service starts to play with the kids at the table.
- As you get to church, have someone with office access print off what you need (if applicable), otherwise set up the Creation Station table with supplies.
- You may use crayons or supplies found in the Jungle room if needed.
- Connect with the kids and make them feel comfortable!
- Once Welcoming is about to start, encouraging the kids to take a seat and make sure that the station is cleaned up and everything is put back exactly as it was found.



**Volunteer Position:** Bounce House

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Help monitor the kids as they have the time of their lives in the bounce house.

### **Responsibilities**

- Arrive at to church 6:30pm
- At the beginning of service, watch kids as they enter, play in, and exit the bounce house.
- Only allow 3-4 small (7 and under) kids in at a time for 2 minutes. Use your discretion.
- Make sure that the kids don't get stuck in the corners of the bounce house and that they're playing nicely.
- Make it fun for the kids by making up games or throwing balls into the bounce house.
- When kids are exiting the bounce house, make sure they slide out feet first and that there are no other kids in the way.
- Once service is over, turn off the generator when all of the kids are out.



**Volunteer Position:** Best Attitudes

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** Help monitor the kids and watch out for good behavior.

### **Responsibilities**

- Arrive at to church 6:30pm
- All throughout service, keep an eye out for the following “Best Attitudes”:
  - Helpful
  - Sharing
  - Obedient
  - Friendly
- By the end of the night, have one name written down for each category and the reason you selected them for that category. Text the results to the administrator.

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**Volunteer Position:** Banker

**Supervisor Title:**

**Date Prepared/Revised:** August 8, 2019

**Summary:** You are the keeper of the Kidz cash. Help ensure that each child is rewarded appropriately and distribute the cash as needed.

## **Responsibilities**

- Arrive at to church 6:30pm
- Ask someone with office access to grab the Kidz cash stack from the administrative file folder.
- Have the cash in a secure area at all times, keep it out of sight from the children.
- The following are the monetary amounts to be given for various things:
  - Best Attitudes winner: \$5
  - Birthdays: \$10
  - New Child: \$5
  - Person(s) who invited new child: \$20
  - Trash Pick Up Winner: \$5
  - Bringing a bible: \$1
  - Taking Notes: \$2
  - Offering: Double the amount, if children give a few coins, give them \$1.
- During the Welcoming portion of service, make sure that any new children get Kidz cash and the child or children who invited them also get Kidz cash.
- Stand next to the person who is doing Announcements and hand each child \$5 Kidz cash and a high-five or a "good job!" as they come up.
- Prior to Offering, find two offering baskets at the Welcome Booth and divide the Kidz cash evenly between the two baskets. Ask two volunteers (usually a boy and a girl) to hold the offering baskets and go up to the front and sit at either side of the stage during the Offering prayer. Kids will then come up to them and the offering volunteers will give back the doubled amount of Kidz cash for whatever the kids throw in the basket.
- Make sure that the offering baskets with the real cash get back to the administrator and that the Kidz cash is returned into your possession. Put the offering baskets back where you found them.

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- If there is Store, give the majority of the Kidz cash to the volunteers leading the store, leaving a few 1s, 2s, and 5s for yourself.
- At the very end of service, announce for Kidz to come up to you if they brought their bibles, took notes, or collected trash. Announce that the child who collects the most cash will receive a small Kidz cash prize.
- Give the Kidz cash stack back to a person with office access and ask them to place it back into the administrative file folder.
- If the Kidz cash is running low in any of the amounts, notify the administrator immediately.