

The Roles & Responsibilities of a ShoreKids Team Member:



Complete NSC Orientation



Regularly attend NSC Family Worship (& Small Group)



Complete Onboarding Steps



Must be over the age of 17 to serve in a leading role



Small Group Assistants: Must be between the ages of 12-17 years old (456 or above)

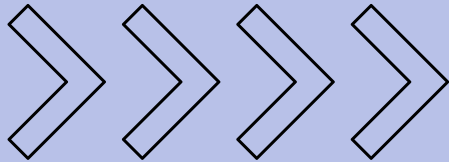


Coaches: Must have Served as Leader or Team Member at NSC

Welcome Team

**Your Team Lead/
Support Person:**
Welcome Team
Coach/Children's Minister

Role: Welcome Team Members fulfill the “first impressions” responsibilities of ShoreKIDS before and during Sunday services. They welcome families, check them in, fill in their information into the planning center, and give tours as needed. The welcome team works to connect people to small groups and ministries of the church, while creating a hospitable and inviting environment in ShoreKIDS.



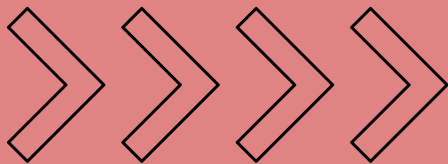
Responsibilities:

- Arrive by 8:25AM for the ShoreKIDS team morning huddle (Check-in room).
- Be in the Check-In room 20 minutes prior to service time.
- Set up/take down Check-In.
- Greet families, check them in & give tours, as needed..
- Walk through hallways periodically to provide support if needed.
- Monitor the Leader Lounge, making sure kids ALWAYS have an adult when they go in there, and clean-up towards the end of service (if serving at 10:30). Put the coffee pot in the cafe to be washed.
- Assist Coaches and families when a parent must be called from service.

Safety Team

**Your Team Lead/
Support Person:**
Safety Team
Leader/Children's Minister

Role: Safety Team Members fulfill the “safety” responsibilities of the ShoreKIDS area before and during Sunday services. They monitor the hallways during gatherings to ensure the safety of children and observe families during check-in and check-out. They provide back up for behavior and classrooms as needed. During emergency drills or situations, the safety team sweeps the area last to ensure that all children and leaders are locked down or evacuated.



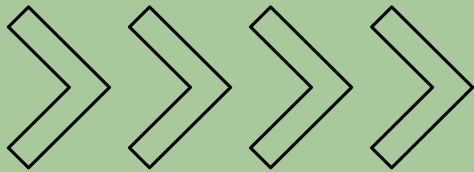
Responsibilities:

- Arrive by 8:25AM for morning devotion.
- Be in Check-In 20 minutes prior to service time.
- Walk through halls before service.
- Observe/Guard halls for potential danger.
- Be prepared for emergency protocols.
- Communicate with Check-In and Coaches, as needed.
- Escort unaccompanied/unchecked guests to Check-In, as needed.

Worship Team

**Your Team Lead/
Support Person:**
Worship Team Coach

Role: Worship Team Members fulfill the “creative arts” responsibilities of the ShoreKIDS worship area before and during Sunday services. They lead children in music and verse memorization during the large group time for Preschool and Elementary groups. The Worship Team exemplifies a heart and passion for worship and scripture memory.



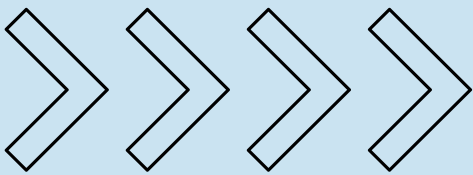
Responsibilities:

- Arrive by 8:25AM for morning devotion.
- Be in Kids Worship Room 20 minutes prior to service time.
- Practice songs and verse prior to service
- Prepare any materials needed for specific song, verse, or story review
- Set up/Tear down stage for worship
- Welcome and dismiss children
- Engage children in worship, verse memory, and story review
- Act as mentor/relationship builder when not leading worship

Worship Team; Tech Member

**Your Team Lead/Support
Person:** Worship Team
Coach

Role: Tech Team Members fulfill the “technical” responsibilities of the ShoreKIDS worship area before and during Sunday services. They monitor and utilize sound/light equipment in ShoreKIDS worship to make everything during this time runs smoothly.



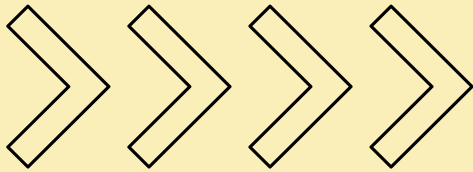
Responsibilities:

- Arrive by 8:25AM for morning devotion.
- Be in Kids Worship Room 20 minutes prior to service time.
- Set up/Close down sound and light equipment according to check-list
- Monitor sound and light programs for effective and accurate function
- Run ProPresenter slides during worship
- Appropriately and properly use computer and equipment
- Communicate computer, equipment, or program maintenance needs to Children's Minister.

Small Group Leader

**Your Team Lead/Support
Person:** Classroom Coach

Role: Small Group Leaders fulfill the “teaching” responsibilities of an age specific Small Group during Sunday services. SGLs provide instruction and support to Small Group Assistants. SGLs communicate with and encourage parents and children of their respective Small Group.



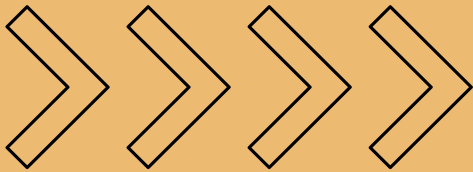
Responsibilities:

- Arrive by 8:25AM for morning devotion.
- Be in respective classroom 20 minutes prior to service time.
- Set up/take down the classroom items according to the cleaning checklist, as needed.
- Be familiarized with Small Group crafts/activities, memory verse, and bible story focus (The lesson is emailed out each week digitally).
- Be prepared to lead 2-3 provided curriculum activities.
- Build relationships with children and families of small group

Small Group Assistant

Your Team Lead/Support Person: Small Group Leader

Role: Small Group Assistants support and assist the Small Group Leader in teaching and managing an age specific Small Group during Sunday gatherings. Assistants communicate with and encourage parents and children of their respective Small Group.

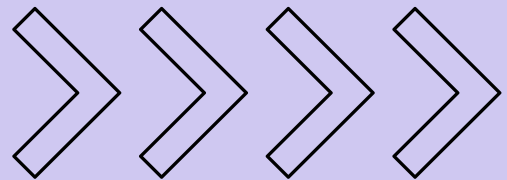


Responsibilities:

- Arrive by 8:25AM for morning devotion.
- Be in the respective classroom 20 minutes prior to service time.
- Assist with setting up/taking down classroom according to posted checklist, as needed.
- Be familiarized with Small Group crafts/activities, memory verse and bible story focus.
- Be prepared to lead 1-2 provided curriculum activities per the discretion of the leader and coach.

COACHES

Role: Coaches fulfill the “supporting” responsibilities for the teams of leaders in ShoreKIDS prior to, during, and following Sunday gatherings. Coaches communicate with the children’s minister about team needs, meetings, strengths, and events. Coaches encourage and empower leaders and team members in their area of ministry.



Responsibilities:

- Arrive by 8:25AM for morning devotion.
- Be in respective area 30 minutes prior to service time.
- Recruit, train, support, and mentor leaders in ministry and leadership skills.
- Pray for leaders, team members, and families in the ministry area.
- Ensure leaders serve committed time or contact a substitute when leader/team member is absent (if needed).
- Meet with leaders, team members, & coach team as needed
- If applicable, plan events for people in the ministry area
- Serve in classroom if no leader/sub is available
- Provide assistance, guidance, and support to leaders and team members
- Attend Coach meetings & trainings; provide insight and support where needed

Be available: Serve as a shepherd to other leaders. Guide, protect, watch over those entrusted to your care. Spend time meeting with leaders to know them, love them, and encourage them well. Lead by example.

Cast vision: As our church ministry staff casts vision about where our ministry is headed, you need to help champion that vision.

The Character of a Coach:

- C 1. Comes Alongside-as one who wants the best for the leader**
Be the team supporter and cheerleader-you set the spiritual and behavioral climate for your team!
Coaches stand on the solution side of the problem. Have a positive attitude no matter the circumstance!
- O 2. Observes Carefully-with the objective view of a specialist**
Coaches are equippers more than they are doers. They give leaders the opportunity to use their gifts and be successful through observation and empowerment.
Recruit as you see needs arise in your team- Coaches invite others to take part in what God is doing in their ministry.
- A 3. Asks Questions wisely-and resists being a “teller.”**
Coaches are in touch with their team beyond the weekly worship experience. Ask questions such as, “How is your spiritual walk/family/ministry?”
- C 4. Communicates freely-all viable options and resources.**
Coaches communicate with their coordinator/coach/children’s minister as needed and are prepared to provide leadership in any situation.
Communicate “upward”-never fail alone! Don’t “gripe down.” If you have a person or situation you are not sure how to handle, call on the person who is leading and praying for you. He or she can often bring the most clarity and resolution to the situation.
- H 5. Holds leaders accountable so that leaders can grow personally & spiritually**
As you coach people, look out for their next phase of personal, spiritual, and leadership development.