



HIGHLAND PARK UNITED METHODIST CHURCH

Children's Ministry Servant's Slate

A Catalog of Volunteer Opportunities within the HPUMC Children's Ministry for the 2008-2009 Year

What is the "Servant's Slate?"

The "Servant's Slate" is a catalog that lists all **volunteer opportunities** within the HPUMC Children's Ministry for the 2008-2009 year. This guide is an overall look at **all opportunities to volunteer** within the Children's Ministry and serves as a resource for volunteers to identify their **place of service in the Ministry**.

How is the "Servant's Slate" organized?

The Children's Ministry is divided into three areas: **Nursery** (birth through 23 months), **Younger Children** (ages 2 through 5), and **Elementary** (Kindergarten through 5th grade)

Volunteer opportunities have been **divided into three categories** within the three areas of the Children's Ministry:

- 2008-2009 SUNDAY SCHOOL Positions:** These are volunteer teaching positions that begin with training in August, 2008, and service in the classrooms on Sundays from August, 2008 though August, 2009.
- 2008-2009 Children's Ministry COUNCIL LEADERSHIP Positions:** These are leadership positions that begin in April, 2008, and require service from August, 2008 though August 2009.
- 2009 VACATION BIBLE SCHOOL:** These are volunteer positions that begin work in spring, 2009 and conclude with VBS week: June 8-12, 2009.

Does every parent need to volunteer within the Ministry?

YES!!! As each parent chooses the place most appropriate for service, we can embody the spirit of Christ explained in 1 Peter 4:10, "As each of us has received a gift, we should use it to serve others, as good stewards of your manifold grace, O God."

How do I sign up for a volunteer opportunity or who do I contact for more information?

You can do this one of two ways:

1. Email the requested information below to the contact listed for your area of interest (i.e.: nursery, younger).
2. Telephone the contact listed for your area of interest and give them the information requested below.

Area of Ministry	Staff
Nursery	Staci Patyrak: 214-523-2260; patyraks@hpumc.org
Younger Children	Staci Patyrak: 214-523-2260; patyraks@hpumc.org
Elementary	Debra Gray: 214-523-2226; grayd@hpumc.org
Vacation Bible School	Amanda Clepper: 214-523-2265; cleppera@hpumc.org

Name: _____

Home Phone: _____ Cell Phone: _____

Email address: _____

Where would you like to serve: _____ Age group: Nursery/Younger Children/Elementary

SUNDAY SCHOOL POSITIONS

Nursery (Ages birth-23 mos.) Descriptions:

Nursery Coordinator: Recruit room level coordinators and serve as a liaison between the staff and the Room Level Coordinators.

Nursery Room Level Coordinator: Greet parents and children and act as liaison between parents and paid staff on Sunday morning.

Younger /Elementary Children Descriptions:

Sunday School Coordinator: Shepherd, support, and empower the Age Level Coordinators by providing enrichment materials throughout the year through e-mail or other means of communication.

Age Level Coordinators: Recruit, lead and shepherd Sunday school teachers for one specific age of children.

Participate in enrichment events and provide materials to enhance the Sunday school curriculum. Needed for ages 2/3 through 5th grade.

Classroom Positions for ages 2 through 4th grade (Teachers share the responsibility of these roles):

Lead Teacher: Point person for the classroom who will plan and lead the lesson.

Greeter: Greet parents and children; pass out nametags and any take home items.

Administrator: Responsible for the class bin, attendance, collecting the offering and keeping the class on schedule.

Shepherd: Regularly prays for the children in addition to sending out birthday cards, holiday cards and "we miss you" cards to the class.

Classroom Positions for 5th grade:

Large group leader: Present the main lesson to the entire grade for 4-6 weeks in a row.

Small group leader: Lead the small group activity for a group of 10-12 children. Works with partner and a weekly commitment is desired.

Administrator: Responsible for attendance and collecting the offering.

Snack Coordinator: Recruit parents to bring donuts.

SMALL MINISTRY TEAMS

Craft Team: A team of volunteers for younger children and elementary get together once a quarter to prepare age-appropriate crafts coordinating with the lesson for a quarter at a time. This team is responsible for getting the crafts to each class for Sunday school. We have teams for both the 9:30 and 11:00 Sunday school hours.

Creative Arts Team: 4 different teams: Nursery, YC, Elementary (K-4th)-Sunday Morning Live, and 5th Grade to enhance each lesson in a creative way through music, drama, games and more.

Information Center: Volunteers will assist with answering questions, signing up visitors and assisting members and visitors to the correct Sunday school classroom. This position will be posted at the Children's Ministry Information Center. *Dads are especially needed and encouraged to fill this role.*

Missions Team: Volunteers will plan, organize and execute four mission projects a year to be introduced during the Sunday school hour.

Stewardship Team: Volunteers will plan in collaboration with the Creative Arts team, organize and execute the weekly Sunday morning offering and provide stewardship education.

Special Events Team: Volunteers will plan, organize and execute a fall family picnic, Advent festival and Lenten festival. The team will also organize and execute any parent education or fellowship events as identified by the ministry.

Shepherding Team: Volunteers will coordinate care for the concerns of families and children by nurturing the members of the Children's Ministry family through prayers, cards, phone calls and other means.

VACATION BIBLE SCHOOL

VBS Coordinators: Oversee entire VBS week, selects curriculum and recruits all volunteers. These positions are selected by the Children's Ministry staff. There are two positions in nursery, younger children and elementary.

Age-level Coordinator: Responsible for recruiting teachers for your age level and accountable for all communication to teachers. Coordinate and oversee teacher training. One coordinator is needed for each of the following age levels: 3/4, 4/5, Kindergarten, First, Second, Third, Fourth and Fifth.

Lead Teacher: Be the lead teacher for your assigned classroom during the VBS week. Shepherd the children and oversee teaching team. Organize decorations for your classroom.

Teachers: Assist room teacher with VBS activities. Work with teaching team to greet and shepherd children in your classroom to the assigned VBS rotations.

Music Team: **Coordinator** needed to recruit and oversee a team of singers/musicians to lead music activities. **Assistants** needed to organize and lead musical activities.

Craft Team: **Coordinator** needed to recruit and oversee a team of creative people to lead craft activities. **Assistants** needed to organize craft activities and buy supplies.

Drama Team: **Coordinator** needed to recruit and oversee a team of creative/dramatic people to act out daily Bible story. **Assistants** needed to act in and develop Bible stories.

Games Team: **Coordinator** needed to recruit and oversee a team of people who like to lead games. **Assistants** needed to organize and lead game activities.

Snack Coordinator: Purchase and distribute snacks for the children to eat the week of VBS. Obtain donations when possible.

Volunteer Appreciation Coordinator: Responsible for recruiting a team to assist with Volunteer appreciation, which includes relief for teachers when needed, notes of encouragement to teachers and coordinating an appreciation gift/note at the end of VBS for all volunteers.

T-shirt Coordinator: In charge of T-shirt design and orders for VBS. Coordinate the distribution of adult and children's T-shirt and VBS CD. Oversee VBS store and the sale of VBS materials.

Decoration Team: **Coordinator** needed to design and implement decorating plan. Recruit a committee to help with decorations the week prior to VBS and to help breakdown decorations the last day of VBS. **Assistants** needed to help decorate.

Gathering Coordinator: Provide activities to each younger children's classroom for teachers to use each morning before rotations begin.

Fast Pass Coordinator: Organize and execute a social prior to VBS for parents to pick up their child's T-shirt, CD and view their child's class assignment.

Youth recruitment: Recruit youth volunteers for all age levels. Work with youth and adult volunteers to communicate expectations and ensure appropriate supervision.

Elementary Special Activities: Develop a 1-1.5 hr. daily activity that the elementary age levels can rotate to in Arden Forest. Gather supplies and lead the children in these activities.

WHAT IS THE CHILDREN'S MINISTRY COUNCIL

The Children's Ministry Council is a body of lay leaders and staff members who meet in order to plan and evaluate the Children's Ministry programs and structure. In order to provide the maximum results and to conduct productive meetings, the Council consists of 16 lay leaders who chair small ministry teams along with the Sunday school coordinators. These chair persons will meet quarterly to ensure that the ministry is meeting its strategic goals and to discuss the future of the ministry. The council meeting is always open to any parent of this ministry.

One hundred years from now...
It will not matter
What my bank account was,
The sort of house I lived in,
Or the kind of car I drove, but...
The world MAY be different
Because I was important
In the life of a child

Author unknown