

## Children's Ministry Volunteer Matrix

**Contact Ann Rittiger (724-744-5074, arittiger@windstream.net) or Jill Wilson (724-327-2662, wilsonjill@comcast.net).**

Sunday School (SS) - offered every Sunday during school year from 9:45-10:45am	
Volunteer Position	Role
	Over-riding attributes of a children's ministry volunteer: Worship regularly, be willing to grow and share your faith, and have passion for nurturing children's faith and living out baptismal promises.
SS Co-Superintendent	-Requires ~30 hrs summer/fall planning + ~10 hrs/month + the Sunday school hour each week -Lead a team of SS Coordinators and Teachers in planning and conducting SS ministry (curriculum/programming, events, communication) for Pre-school - 7th grade with the guidance and approval from Equipping/Session. Garner input from children, parents, Coordinators and Teachers. -Create a team atmosphere, encourage volunteers, and be an advocate
SS Co-Superintendent	-Work with Equipping to recognize/celebrate contributions of volunteers -Prepare Teachers and Coordinators for their roles -Ensure regular communication with volunteers and families -Ensure functional and clean space
SS Treasurer/Mission Offering Coordinator	Work with Teachers to nurture stewardship in creative ways with each class, focusing on Heifer and One Great Hour of Sharing. Collect offering, . ~10 hrs up-front planning + ~6 hrs/month
SS Outreach Coordinator	Work with Teachers to orchestrate service/care projects that compliment curriculum. ~6 hrs/month
SS Drama/Pageant Coordinator	Draft and lead a team in planning and conducting Christmas and Easter Pageants. ~30 hrs twice a yr
SS Rally Days Coordinator	Draft and lead a team in planning and conducting Fall and Spring Rally Days. ~20 hrs twice a yr
SS Resource Room Coordinator	Ensure resource areas are consistently stocked, organized, and cleaned. ~1 hr/week
SS Assembly Coordinator	Design and conduct opening or closing gatherings that compliments curriculum (could be combined with "Music" below). ~15 hrs up-front planning + ~2 hrs/week
SS Music Coordinator	Design and conduct program that compliments curriculum (could be "Assembly" above or could be a separate event(s)). ~15 hrs up-front planning + ~2 hrs/week
SS Art Coordinator	Design art projects that compliment curriculum, draft and lead a team to conduct them working with Teachers. ~15 hrs up-front planning + ~6 hrs/month
SS Classroom Décor Coordinator	Provide decorations/themes for classrooms that integrate with curriculum. Work with Teachers to involve classrooms in updating and using bulletin boards. ~15 hrs up-front planning + 1 hr/week
SS Preschool Coordinator	Lead a team in designing a SS preschool program which is a preschool learning supplement that will have Bible stories and Christian nurture as its core. ~15 hrs up-front planning + 2 hrs/month
SS Communications Coordinator	Communicate regular, engaging SS information to the congregation and community. ~2 hrs/week
SS Recruiting Coordinator	Draft, train, and lead a team to recruit for all SS Coordinator positions. ~30 hrs/yr
SS Greeter Coordinator	Recruit and train people to greet parents and children at upper and lower doors each Sunday. Inform Greeters of any special events going on so they can help get the kids excited as they greet. ~15 hrs/yr
SS Co-Greeter 1	-Perform Greeter role 5 consecutive Sundays twice a year (~10 hrs/yr). 1st Sunday of the month with a partner and the 2 Greeters from previous month. 2nd, 3rd, and 4th Sundays of the month with your partner. 1st Sunday of the next month with your partner and the 2 Greeters for the next month. (Provides familiar faces for the kids each Sunday) -Greet children and parents as they come (1 greeter at upper entrance and 1 at lower) -Get to know the children's names and express gladness in seeing them as they enter the building -Give "teasers" to the kids about what they might experience when they go into the building; the goal is to have the kind of interaction with the kids that gets them looking for you each Sunday and to build excitement about what they will experience during Sunday school that day -Make a point to greet and interface with parents dropping their children off or entering the building -Direct children and parents as to where they should go as necessary
SS Co-Greeter 2	
SS Co-Greeter 3	
SS Co-Greeter 4	
SS Co-Greeter 5	
SS Co-Greeter 6	
SS Co-Greeter 7	
SS Co-Greeter 8	
SS Co-Greeter 9	
SS Co-Greeter 10	

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Volunteer Position	Role	
SS Nursery Co-Childcare Provider	Provide care and supervision to nursery-age children during SS hour with a partner. 1 hr/week	
SS Nursery Co-Childcare Provider		
Pre-school SS Co-Teacher	<ul style="list-style-type: none"> <li>-Teach SS with partner and "Rookie Teachers" so 2 Teachers are in the classroom each of the ~35 weeks. ~2 hrs/month planning + 2 hrs/week</li> <li>-Receive guidance from a Mentor Teacher. Assign sub-parts of lesson to Rookie Teacher.</li> <li>-Ensure good communication with your teaching team.</li> <li>-Nurture the faith of our children by connecting them with our triune God in relevant, fun ways using curriculum as a basis</li> <li>-Create an enthusiastic, caring, disciplined, and fun classroom environment</li> <li>-Prayerfully and creatively prepare engaging lessons ahead of time</li> <li>-Gather materials from resource areas as needed and prepare classroom ahead of time</li> <li>-Greet each child each Sunday; get to know them and convey that you and Jesus love them</li> <li>-Collect Sunday School offering in offering envelop and take attendance using attendance books</li> <li>-Open and close each lesson with prayer and include their "glads and sads"</li> <li>-Light the Christ candle each Sunday and remind them what it means (can use available script)</li> <li>-Expose the children to the Bible in every lesson (read scripture from Bibles, not from curriculum)</li> <li>-Help children understand scripture, the culture in which it was written, and today's application</li> <li>-Always use gender-neutral language (may sometimes have to adapt curriculum content)</li> <li>-Work with Coordinators to incorporate content into lesson plans that lends itself to all the learning styles in the classroom (stewardship, service, music, art, drama, etc.)</li> <li>-Take every opportunity to express your own faith with enthusiasm</li> <li>-Get to know each child personally and be able draw them in; find out what motivates them</li> <li>-Encourage children to interact with each other and help them develop relationships</li> <li>-Help children grasp ways to live and share their faith through care, service, and stewardship</li> <li>-Weekly communication with parents and children on what is being learned, upcoming events and how they can help.</li> </ul>	
Pre-school SS Co-Teacher		
Kindergarten SS Co-Teacher		
Kindergarten SS Co-Teacher		
1st Grade SS Co-Teacher		
1st Grade SS Co-Teacher		
2nd Grade SS Co-Teacher		
2nd Grade SS Co-Teacher		
3rd Grade SS Co-Teacher		
3rd Grade SS Co-Teacher		
4th Grade SS Co-Teacher		
4th Grade SS Co-Teacher		
5th Grade SS Co-Teacher		
5th Grade SS Co-Teacher		
6th and 7th Grade SS Co-Teacher		
6th and 7th Grade SS Co-Teacher		
Substitute SS Teacher		
Substitute SS Teacher		
Pre-school SS Teacher Mentor		<ul style="list-style-type: none"> <li>-Requires ~2-4 hrs/month</li> <li>-Coach Teachers on how to fulfill their role</li> <li>-Act as advocate, resource, and sounding board for Teachers</li> <li>-Work with Teachers and Rookies as a team to review lessons and scripture and spend some time creating lesson plans together</li> <li>-Offer suggestions on how to build on or improve the classroom environment and lesson content</li> <li>-Encourage the Teachers and pray with and for them and their ministry</li> <li>-Take every opportunity to enthusiastically share your own faith with Teachers and Rookies</li> </ul>
K/1st Grade SS Teacher Mentor		
2nd/3rd Grade SS Teacher Mentor		
4th/5th Grade SS Teacher Mentor		
6th/7th Grade SS Teacher Mentor		
Pre-school SS Teacher Rookie	<ul style="list-style-type: none"> <li>-Work with Teachers and Mentors to learn how to become an effective SS Teacher. ~1-2 hrs/week</li> <li>-Conduct sub-parts of the lesson in partnership with Teachers</li> <li>-Successor to Teacher role</li> <li>-Take every opportunity to express and grow your own faith with enthusiasm</li> </ul>	
Kindergarten SS Teacher Rookie		
1st Grade SS Teacher Rookie		
2nd Grade SS Teacher Rookie		
3rd Grade SS Teacher Rookie		
4th Grade SS Teacher Rookie		
5th Grade SS Teacher Rookie		
6th/7th Grade SS Teacher Rookie		

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SS Rotation Co-Teacher - <i>Food/Cooking</i>	-Teach Sunday school rotation curriculum with a partner (4-5 Sundays per year). ~10 hrs/yr -Receive guidance from a Mentor Teacher. Involve Rookies if possible.
SS Rotation Co-Teacher - <i>Food/Cooking</i>	-Nurture the faith of our children by connecting them with our triune God in relevant, fun ways using curriculum as a basis
SS Rotation Co-Teacher - <i>Arts/Crafts</i>	-Create an enthusiastic, caring, disciplined, and fun classroom environment -Prayerfully and creatively prepare engaging lessons ahead of time
SS Rotation Co-Teacher - <i>Arts/Crafts</i>	-Gather materials from resource areas as needed and prepare classroom ahead of time -Greet each child each Sunday; get to know them and convey that you and Jesus love them
SS Rotation Co-Teacher - <i>Games/Movies</i>	-Collect Sunday School offering in offering envelop and take attendance using attendance books -Open and close each lesson with prayer and include their "glads and sads"
SS Rotation Co-Teacher - <i>Games/Movies</i>	-Light the Christ candle each Sunday and remind them what it means (can use available script) -Read scripture from Bibles, not from curriculum, and help them understand it
SS Rotation Co-Teacher - <i>Storytelling/Puppets</i>	-Always use gender-neutral language (may sometimes have to adapt curriculum content) -Take every opportunity to express your own faith with enthusiasm
SS Rotation Co-Teacher - <i>Storytelling/Puppets</i>	-Encourage children to interact with each other and help them develop relationships -Help children grasp ways to live and share their faith through care, service, and stewardship