

SGL Coach

THE WIN FOR SGL COACHES:

As a coach, you invest in the lives of a few small group leaders that you oversee. When you invest in them, you set them up to be able to pour into their few. You win when you lead and serve those leaders in order to help those groups to run smoothly.

ACCOUNTABILITY:

Reports to the Ministry Leader or Small Group Director

QUALIFICATIONS

You love God.

You care about kids and students.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

MAKE SURE YOUR SGL'S ARE ...

KNOWN

- Connect with them regularly.

TRAINED

- Ensure they have their weekly small group materials.
- Know the dynamics, numbers, and needs of their small group.
- Check in with them monthly, and ask evaluation questions.
- Do something every month to cue, train, and equip them.
- Encourage them to attend training events and important ministry events.

CELEBRATED

- Cue them monthly to share their wins with you.
- Relay their stories to the ministry staff.
- Encourage them through regular and random notes, emails, and compliments to let them know you notice the great things they do.

Check-in Ministry

THE WIN FOR CHECK IN:

They recognize you and they want to update you on their life outside of Church.

No lines.

Of course a hug from the child tops everything.

ACCOUNTABILITY:

Reports to the Ministry Leader.

QUALIFICATIONS

You love God.

You care about kids and families.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

Commit to the date(s) you would like to communicate.

Communicate with the Ministry Leader in advance if your plans change.

GIVE YOUR ALL

Be on time.

A smile goes a long way!

Attend the appropriate training events and meetings whenever possible.

Be engaging.

Greeter

THE WIN FOR GREETERS:

As a greeter, we need you to welcome kids at the door with a big smile and be on the lookout for new families who need help finding their way around. You win when kids feel welcomed and cared for as soon as they walk through the doors. Don't be mistaken. This is one of the most important ministry positions in our church!

ACCOUNTABILITY:

Reports to the Ministry Leader or Volunteer Director

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to creating a first impression that is welcoming and friendly for kids and their families—especially visitors and first-time guests.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular shift and schedule.
- Communicate with the Ministry Leader in advance if you plan to miss a shift.

COME PREPARED

- Come well-rested. We need your best energy!

GIVE YOUR ALL

- Treat every kid or student like they're the most important guest of the day.
- Make sure every kid signs in or registers at the sign-in station.
- Look for and engage with kids who may be new, lost, or alone.
- Give visitors and first-time guests the VIP treatment.
- Say goodbye to kids or families as they leave.
- Attend the appropriate training events and meetings whenever possible.

Host

THE WIN FOR HOSTS:

As a host on stage, we need you to champion small groups from the platform as you emcee the large group time and transition to the Bible story. You win when you inspire and motivate kids to make their time in-group meaningful.

ACCOUNTABILITY:

Reports to Large Group Director

QUALIFICATIONS

You love God.

You care about kids

You're committed to doing your part in creating an energetic and engaging large group experience.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule.
- Communicate with the Large Group Coordinator in advance if you plan to miss a week.

COME PREPARED

- Commit to a regular schedule.
- Communicate with the Large Group Coordinator in advance if you plan to miss a week.

GIVE YOUR ALL

- Show up on time.
- Communicate in a way that sets up small groups for success.
- Attend the appropriate training events and meetings whenever possible.

Set Up/Take Down Team

THE WIN FOR THE SET UP/ TAKE DOWN TEAM:

As a member of the small group set-up/take down team, we need you to set up small groups for success—literally. You win when you take care of the details of coordinating and creating group supplies so that small group leaders can better focus on kids. After small group, we need you to help with takedown as well so that we can be ready for next week!

ACCOUNTABILITY:

Reports to the Ministry Leader

QUALIFICATIONS

You love God.

You care about small group leaders and the kids they influence.

You're committed to serving small group leaders by preparing an environment and taking care of details so small group leaders can focus more of their time on kids.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular shift and schedule.
- Communicate with the Volunteer Coordinator in advance if you plan to miss a shift.

COME PREPARED

- Check your email weekly for details and instructions from the Ministry Leader

GIVE YOUR ALL

- Show up on time.
- Have resources ready and in the appropriate rooms and spaces each week.
- Ensure the space you are responsible for is clean and in order.
- Attend the appropriate training events and meetings whenever possible.

Worship Leader

THE WIN FOR THE WORSHIP LEADER:

As a worship leader, you lead an environment where kids and students can worship. If you lead worship for kids, we need fun music that is full of hand motions and movement. If you lead worship for students, we need authentic worship that enhances the ministry time. Your win happens when kids and students connect with God in a meaningful way through the worship experience

ACCOUNTABILITY:

Reports to the Ministry Leader or Large Group Director

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to creating an excellent and engaging worship experience.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule.
- Communicate with the Ministry Leader in advance if you plan to miss a week.

COME PREPATED

- Come to practices.
- Learn the music on the weekly set lists.

GIVE YOUR ALL

- Show up on time.
- Deliver an energetic performance that engages kids.
- Be prayerful and mindful about the worship experiences so that you can lead kids and students to a place you've been before yourself.
- Attend the appropriate training events and meetings whenever possible.

Small Group Leader

(In-Person or Virtual)

THE WIN FOR SMALL GROUP LEADERS:

As a small group leader, you invest in the lives of a few to encourage authentic faith. You win when kids and students have meaningful interactions during group that deepen their faith in Jesus and influence their relationships with others.

ACCOUNTABILITY:

Reports to the Ministry Leader or Small Group Coach

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to investing in and caring for your few over a period of time.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

- Be present. Connect their faith to a community by showing up predictably, mentally, and randomly.
- Create a safe place. Clarify their faith as they grow by leading the group, respecting the process, and guarding the heart.
- Partner with parents. Nurture an everyday faith by cueing the parent, honoring the parent, and reinforcing the family.
- Make it personal. Inspire their faith by your example by living in community, setting priorities, and being real.
- Move them out. Engage their faith in a bigger story by moving them to someone else, moving them to be the church, and moving them to what's next.
- Show up on time, and come prepared with questions and materials you need.
- Connect with your ministry leader or coach monthly regularly.
- Attend the appropriate training events and meetings whenever possible

Tech Team

THE WIN FOR THE TECH TEAM:

As the managers of lights, video, and sound, we need you to help us create an engaging large group environment that sets up small groups for success. You win when kids experience an inspiring and distraction-free large group environment that enhances the message and helps those truths to stick.

ACCOUNTABILITY:

Reports to the Ministry Leader or Large Group Director

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to creating an excellent and engaging large group experience.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule
- Communicate with the Large Group Coordinator in advance if you plan to miss a week.

COME PREPATED

- Check your email weekly for the program schedule.
- Know your cues.
- If we provide one, wear your tech team t-shirt.

COME PREPATED

- Show up on time.
- Ensure all media elements (lights, sound, video) are functioning and ready.
- Stay engaged with the service. You never know when you'll need to improvise.
- Attend the appropriate training events and meetings whenever possible.

Security



THE WIN FOR THE SECURITY TEAM:

As a member of the security team, we need you to make sure kids are safe, secure, and not fleeing the building or hiding in dark corners. You win when you maintain a physically safe place for kids so small group leaders can better focus on creating a different kind of safe place for them in groups.

ACCOUNTABILITY:

Reports to Volunteer Director

QUALIFICATIONS

You love God.

You care about kids.

You're committed to creating a physically safe environment for kids.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule.
- Communicate with the Large Group Director in advance if you plan to miss a week.

COME PREPARED

- Wear your security T-shirt.
- Have your walkie-talkie and important/emergency staff phone numbers accessible

GIVE YOUR ALL

- Before and after the service, watch the entrances and exits.
- During the service, walk through the area, and direct any straggling kids to where they need to be.
- Involve the staff immediately if you feel disciplinary actions may be necessary.
- Attend the appropriate training events and meetings whenever possible.

Assigned Buddy for a Kid with Exceptional Needs

THE WIN FOR ASSIGNED BUDDY:

As an assigned buddy, we need you to lend extra support to a kid who may need one-on-one attention and leadership in order to have the best experiences he or she can have in our ministry. In doing so, you'll help your buddy to feel cared for in an intentional way that sets him or up for success

ACCOUNTABILITY:

Reports to the Ministry Leader or Large Group Coordinator

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to providing one-on-one care, attention, and time to a kid who may need it in order to feel comfortable and safe.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE.

- Know your buddy. We want kids and students to know that they can trust us.
- Communicate with the Ministry Leader in advance if you can't be there

COME PREPARED.

- If your buddy regularly requires something in order to feel comfortable and connect, then make sure you have what you need in advance so that you're ready to see him or her.

GIVE YOUR ALL.

- Attend the appropriate training events and meetings whenever possible.
- Provide appropriate support and care so that your buddy can engage comfortably.
- Help your buddy to feel safer, more understood, and accepted.



Sanitizing Team

THE WIN FOR THE SANITIZING TEAM:

As a part of the sanitizing team, we need you help keep our spaces clean so that we can ensure kids, students, families, and staff that we're serious about prioritizing their health and safety.

ACCOUNTABILITY:

Reports to the Ministry Leader

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to the safety and health of the kids, students, and families in our ministry.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE.

- Commit to the date(s) you would like to communicate.
- Communicate with the Ministry Leader in advance if your plans change.

COME PREPARED.

- Let leadership know when we're running low on necessary supplies.
- Wear the appropriate clothing in order to keep yourself safe and healthy too. Masks and gloves required.

GIVE YOUR ALL.

- Be on time.
- Closely adhere to the checklist that we provide that details what needs to be done.

Social Media Coordinator/Team

THE WIN FOR SOCIAL MEDIA COORDINATOR/TEAM:

As the social media coordinator (or team), we need you to distribute content on our ministry's social channels. When appropriate, we need you to engage with group members and followers, and connect with families through social media. With our church experience leaning heavily on digital these days, this position/team is so important.

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QUALIFICATIONS

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You're committed to the safety and health of the kids, students, and families in our ministry.

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RESPONSIBILITIES

BE RELIABLE.

- Commit to a regular posting schedule.

COME PREPARED.

- Check your email weekly for any content that you should be posting.

GIVE YOUR ALL.

- When necessary, respond to and engage with questions and comments from followers and group members.

Bible Storyteller

(In-Person or Virtual)

THE WIN FOR BIBLE STORYTELLER:

As a Bible storyteller, you position the message to set up small groups to win. You win when you present the Bible story in a creative and interactive way that becomes a springboard for connection and meaningful conversation during group.

ACCOUNTABILITY:

Reports to the Ministry Leader or Large Group Director

QUALIFICATIONS

You love God.

You care about kids.

You're committed to delivering a message to kids in a way that is engaging, inspiring, and age-appropriate under the direction of the Ministry Leader or Large Group Director.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to the date(s) you would like to communicate.
- Communicate with the Ministry Leader in advance if your plans change.
- Submit your outline, talking points, and tech needs on time.

COME PREPARED

- Know what you'll say and how you'll say it.
- Follow the script, big ideas, and bottom lines provided.
- Know your cues and transitions.

GIVE YOUR ALL

- Be on time.
- Communicate in a way that sets up small groups for success.
- Attend the appropriate training events and meetings whenever possible.
- Be engaging. You're conveying truth and setting them up for connection.

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As a coach, you invest in the lives of a few small group leaders that you oversee. When you invest in them, you set them up to be able to pour into their few. You win when you lead and serve those leaders in order to help those groups to run smoothly.

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RESPONSIBILITIES

MAKE SURE YOUR SGL'S ARE ...

KNOWN

- Connect with them regularly.
- Meet one-on-one with them at least once every six months.

TRAINED

- Ensure they have their weekly small group materials.
- Know the dynamics, numbers, and needs of their small group.
- Check in with them monthly, and ask evaluation questions.
- Do something every month to cue, train, and equip them.
- Encourage them to attend training events and important ministry events.

CELEBRATED

- Cue them monthly to share their wins with you.
- Relay their stories to the ministry staff.
- Encourage them through regular and random notes, emails, and compliments to let them know you notice the great things they do.

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Greeter

THE WIN FOR GREETERS:

As a greeter, we need you to welcome kids at the door with a big smile and be on the lookout for new families who need help finding their way around. You win when kids feel welcomed and cared for as soon as they walk through the doors. Don't be mistaken. This is one of the most important ministry positions in our church!

ACCOUNTABILITY:

Reports to the Ministry Leader or Volunteer Director

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to creating a first impression that is welcoming and friendly for kids and their families—especially visitors and first-time guests.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular shift and schedule.
- Communicate with the Ministry Leader in advance if you plan to miss a shift.

COME PREPARED

- Come well-rested. We need your best energy!
- If we provided you with a shirt, remember to wear it and a smile.

GIVE YOUR ALL

- Treat every kid or student like they're the most important guest of the day.
- Make sure every kid signs in or registers at the sign-in station.
- Look for and engage with kids who may be new, lost, or alone.
- Give visitors and first-time guests the VIP treatment.
- Say goodbye to kids or families as they leave.
- Attend the appropriate training events and meetings whenever possible.

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(In-Person or Virtual)

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RESPONSIBILITIES

- Be present. Connect their faith to a community by showing up predictably, mentally, and randomly.
- Create a safe place. Clarify their faith as they grow by leading the group, respecting the process, and guarding the heart.
- Partner with parents. Nurture an everyday faith by cueing the parent, honoring the parent, and reinforcing the family.
- Make it personal. Inspire their faith by your example by living in community, setting priorities, and being real.
- Move them out. Engage their faith in a bigger story by moving them to someone else, moving them to be the church, and moving them to what's next.
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- Make it personal. Inspire their faith by your example by living in community, setting priorities, and being real.
- Move them out. Engage their faith in a bigger story by moving them to someone else, moving them to be the church, and moving them to what's next.
- Show up on time, and come prepared with questions and materials you need.
- Connect with your ministry leader or coach monthly regularly.
- Attend the appropriate training events and meetings whenever possible

Small Group Leader

(In-Person or Virtual)

THE WIN FOR SMALL GROUP LEADERS:

As a small group leader, you invest in the lives of a few to encourage authentic faith. You win when kids and students have meaningful interactions during group that deepen their faith in Jesus and influence their relationships with others.

ACCOUNTABILITY: Reports to the Ministry Leader or Small Group Director

QUALIFICATIONS

- You love God.
- You care about kids and students.
- You're committed to investing in and caring for your few over a period of time.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

- Be present. Connect their faith to a community by showing up predictably, mentally, and randomly.
- Create a safe place. Clarify their faith as they grow by leading the group, respecting the process, and guarding the heart.
- Partner with parents. Nurture an everyday faith by cueing the parent, honoring the parent, and reinforcing the family.
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Host

THE WIN FOR HOSTS:

As a host on stage, we need you to champion small groups from the platform as you emcee the large group time and transition to the Bible story. You win when you inspire and motivate kids to make their time in-group meaningful.

ACCOUNTABILITY:

Reports to Large Group Director

QUALIFICATIONS

You love God.

You care about kids

You're committed to doing your part in creating an energetic and engaging large group experience.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule.
- Communicate with the Large Group Coordinator in advance if you plan to miss a week.

COME PREPARED

- Commit to a regular schedule.
- Communicate with the Large Group Coordinator in advance if you plan to miss a week.

GIVE YOUR ALL

- Show up on time.
- Communicate in a way that sets up small groups for success.
- Attend the appropriate training events and meetings whenever possible.

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Set Up/Take Down Team

THE WIN FOR THE SET UP/ TAKE DOWN TEAM:

As a member of the small group set-up/take down team, we need you to set up small groups for success—literally. You win when you take care of the details of coordinating and creating group supplies so that small group leaders can better focus on kids. After small group, we need you to help with takedown as well so that we can be ready for next week!

ACCOUNTABILITY: Reports to the Ministry Leader

QUALIFICATIONS

You love God.

You care about small group leaders and the kids they influence.

You're committed to serving small group leaders by preparing an environment and taking care of details so small group leaders can focus more of their time on kids.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular shift and schedule.
- Communicate with the Volunteer Coordinator in advance if you plan to miss a shift.

COME PREPARED

- Check your email weekly for details and instructions from the Ministry Leader

GIVE YOUR ALL

- Show up on time.
- Have resources ready and in the appropriate rooms and spaces each week.
- Ensure the space you are responsible for is clean and in order.
- Attend the appropriate training events and meetings whenever possible.

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Tech Team

THE WIN FOR THE TECH TEAM:

As the managers of lights, video, and sound, we need you to help us create an engaging large group environment that sets up small groups for success. You win when kids experience an inspiring and distraction-free large group environment that enhances the message and helps those truths to stick.

ACCOUNTABILITY:

Reports to the Ministry Leader or Large Group Director

QUALIFICATIONS

- You love God.
- You care about kids and students.
- You're committed to creating an excellent and engaging large group experience.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule
- Communicate with the Large Group Coordinator in advance if you plan to miss a week.

COME PREPATED

- Check your email weekly for the program schedule.
- Know your cues.
- If we provide one, wear your tech team t-shirt.

COME PREPATED

- Show up on time.
- Ensure all media elements (lights, sound, video) are functioning and ready.
- Stay engaged with the service. You never know when you'll need to improvise.
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Worship Leader

THE WIN FOR THE WORSHIP LEADER:

As a worship leader, you lead an environment where kids and students can worship. If you lead worship for kids, we need fun music that is full of hand motions and movement. If you lead worship for students, we need authentic worship that enhances the ministry time. Your win happens when kids and students connect with God in a meaningful way through the worship experience

ACCOUNTABILITY:

Reports to the Ministry Leader or Large Group Director

QUALIFICATIONS

You love God.

You care about kids and students.

You're committed to creating an excellent and engaging worship experience.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule.
- Communicate with the Ministry Leader in advance if you plan to miss a week.

COME PREPATED

- Come to practices.
- Learn the music on the weekly set lists.

GIVE YOUR ALL

- Show up on time.
- Deliver an energetic performance that engages kids.
- Be prayerful and mindful about the worship experiences so that you can lead kids and students to a place you've been before yourself.
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Security

THE WIN FOR THE SECURITY TEAM:

As a member of the security team, we need you to make sure kids are safe, secure, and not fleeing the building or hiding in dark corners. You win when you maintain a physically safe place for kids so small group leaders can better focus on creating a different kind of safe place for them in groups.

ACCOUNTABILITY:

Reports to Volunteer Director

QUALIFICATIONS

You love God.

You care about kids.

You're committed to creating a physically safe environment for kids.

You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE

- Commit to a regular schedule.
- Communicate with the Large Group Director in advance if you plan to miss a week.

COME PREPARED

- Wear your security T-shirt.
- Have your walkie-talkie and important/emergency staff phone numbers accessible

GIVE YOUR ALL

- Before and after the service, watch the entrances and exits.
- During the service, walk through the area, and direct any straggling kids to where they need to be.
- Involve the staff immediately if you feel disciplinary actions may be necessary.
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Assigned Buddy for a Kid with Exceptional Needs

THE WIN FOR ASSIGNED BUDDY:

As an assigned buddy, we need you to lend extra support to a kid who may need one-on-one attention and leadership in order to have the best experiences he or she can have in our ministry. In doing so, you'll help your buddy to feel cared for in an intentional way that sets him or up for success

ACCOUNTABILITY:
Reports to the Ministry Leader or Large Group Coordinator

QUALIFICATIONS

- You love God.
- You care about kids and students.
- You're committed to providing one-on-one care, attention, and time to a kid who may need it in order to feel comfortable and safe.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE.

- Know your buddy. We want kids and students to know that they can trust us.
- Communicate with the Ministry Leader in advance if you can't be there

COME PREPARED.

- If your buddy regularly requires something in order to feel comfortable and connect, then make sure you have what you need in advance so that you're ready to see him or her.

GIVE YOUR ALL.

- Attend the appropriate training events and meetings whenever possible.
- Provide appropriate support and care so that your buddy can engage comfortably.
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Assigned Buddy for a Kid with Exceptional Needs

THE WIN FOR ASSIGNED BUDDY:

As an assigned buddy, we need you to lend extra support to a kid who may need one-on-one attention and leadership in order to have the best experiences he or she can have in our ministry. In doing so, you'll help your buddy to feel cared for in an intentional way that sets him or up for success

ACCOUNTABILITY:
Reports to the Ministry Leader or Large Group Coordinator

QUALIFICATIONS

- You love God.
- You care about kids and students.
- You're committed to providing one-on-one care, attention, and time to a kid who may need it in order to feel comfortable and safe.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE.

- Know your buddy. We want kids and students to know that they can trust us.
- Communicate with the Ministry Leader in advance if you can't be there

COME PREPARED.

- If your buddy regularly requires something in order to feel comfortable and connect, then make sure you have what you need in advance so that you're ready to see him or her.

GIVE YOUR ALL.

- Attend the appropriate training events and meetings whenever possible.
- Provide appropriate support and care so that your buddy can engage comfortably.
- Help your buddy to feel safer, more understood, and accepted.



Sanitizing Team

THE WIN FOR THE SANITIZING TEAM:

As a part of the sanitizing team, we need you help keep our spaces clean so that we can ensure kids, students, families, and staff that we're serious about prioritizing their health and safety.

ACCOUNTABILITY:

Reports to the Ministry Leader

QUALIFICATIONS

- You love God.
- You care about kids and students.
- You're committed to the safety and health of the kids, students, and families in our ministry.
- You completed and passed the application, background check, and interview process.

RESPONSIBILITIES

BE RELIABLE.

- Commit to the date(s) you would like to communicate.
- Communicate with the Ministry Leader in advance if your plans change.

COME PREPARED.

- Let leadership know when we're running low on necessary supplies.
- Wear the appropriate clothing in order to keep yourself safe and healthy too. Masks and gloves required.

GIVE YOUR ALL.

- Be on time.
- Closely adhere to the checklist that we provide that details what needs to be done.

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Social Media Coordinator/Team

THE WIN FOR SOCIAL MEDIA COORDINATOR/TEAM:

As the social media coordinator (or team), we need you to distribute content on our ministry's social channels. When appropriate, we need you to engage with group members and followers, and connect with families through social media. With our church experience leaning heavily on digital these days, this position/team is so important.

ACCOUNTABILITY:

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RESPONSIBILITIES

BE RELIABLE.

- Commit to a regular posting schedule.

COME PREPARED.

- Check your email weekly for any content that you should be posting.

GIVE YOUR ALL.

- When necessary, respond to and engage with questions and comments from followers and group members.

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