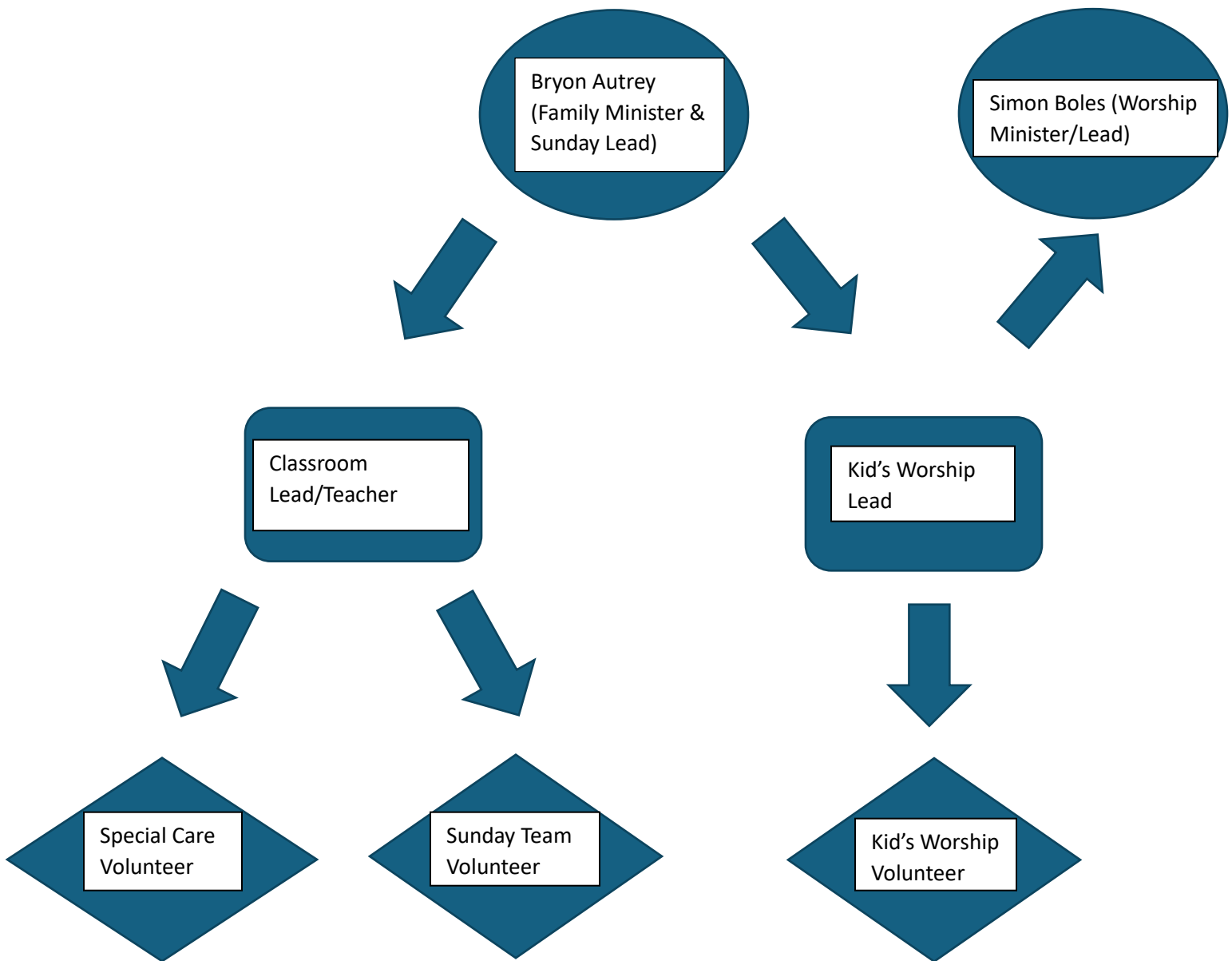


# Way Church Children's Ministry Organization Flow Chart



# Sunday Lead

**Summary:** The Way Church Sunday Leader ensures a welcoming and smooth Sunday morning experience for classroom leads/teachers, volunteers, families, and children at Way Church. This role involves overseeing check-in, classroom logistics, and volunteer coordination while assisting all other positions as needed.

**Time Requirements:** Every Sunday, arriving by 7:00 AM & staying through clean-up after the last service (typically 12:00 p.m.).

**This Position reports to:** Sunday Team Lead

## Responsibilities

- Seek to joyfully host both volunteers and families as they come through
- Lead the Team Huddle
- Ensure things are set up and running smoothly in classrooms.
- Understand the flow of the morning check-in and classes.
- Handle any issues that come up in coordination with the Classroom Lead/Teachers and Sunday Team Volunteers

## Details

- Arrive at 7:00 am for set-up:
  - Fill out the assignment sheet using Planning Center for both services.
- Lead the Team Huddle
  - Assist Classroom Lead/Teachers as needed
  - Contribute any logistics & reminders for Classroom Lead/Teachers
- During check-in, approximately 9:45-10:15 a.m.
  - Confirm volunteers in each classroom per schedule (text personally if late)
  - Monitor classroom attendance to meet room ratios as needed:
    - Shift volunteers (if more volunteers are needed, contact AL Kids Team Leader or Morning Manager for assistance)
- At the close of the last service (around 11:00 a.m.):
  - Take a lap through the rooms to ensure Classroom Lead/Teachers are closing up/cleaning
  - All rooms should be washing all cups and snack cups
  - Reset any curriculum:
    - Put used curriculum in finished curriculum tub
  - Make sure rooms are cleaned/tidied for counseling during the week
  - Check lost & found (toss any items after one month)
  - Debrief with the Classroom Lead/Teachers (in person or via text):
    - What went well / who to encourage specifically
    - Any issues to improve/fix or no show volunteers
    - New Kids (name of each child and parents if known)

# Classroom Lead/Teacher

**Summary:** The Classroom Lead/Teacher serves as the shepherd for volunteers and leads serving in the classroom. They provide spiritual guidance, check in on the team's personal growth, and support them through prayer and encouragement. The Classroom Lead/Teacher plays a crucial role in leading children to understand the truth and love of Jesus. By preparing lessons, engaging with kids, and supporting classroom activities, the Classroom Lead/Teacher ensures each child has a safe, welcoming, and meaningful experience. The Classroom Lead/Teacher will be ensuring that the team has what they need to effectively share the love and truth of Jesus with the children.

**Time Requirements:** 2 hours for at least twice a month in a classroom & 20 minutes a month shepherding volunteers.

**This Position reports to:** Sunday Team Lead

## Responsibilities:

- Serve in the classroom at least twice a month to ensure the team has what they need and to actively support the lesson and activities.
- Ensure smooth communication within the team and with the Sunday Team Lead, addressing any concerns or needs for the classroom.
- Foster team unity through regular check-ins and prayer, ensuring that the volunteers are growing spiritually and are supported in their roles.
- Be in charge of the room and the teaching of the curriculum.
- Love and watch over the safety of the kids.

## Details:

- 20-Minute Monthly Check-Ins: Spend 20 minutes before, during, or after the service connecting with volunteers. Ask them what God is teaching them, what they need prayer for, and if they face any challenges.
- Serving in the Classroom: At least twice a month. This provides an opportunity to model leadership and support the overall classroom environment.
- Provide Support and Encouragement: Be available to the team during the service for any immediate needs or concerns, ensuring the environment is positive and encouraging for both volunteers and kids.
- Pray for the Team: Take time each week to pray for the team, offering spiritual support for both their roles in the classroom and their personal walks with God.
- Lead check-in / check-out process.
- Looks at curriculum before service and leads and teaches lessons and activities
- Pray over each child throughout the service
- Engages children while parents are completing the check-in process
- Changes diapers and helps with bathroom breaks
- Watches for the safety of each child

# Special Care Volunteer

**Summary:** The Special Care Volunteer serves as a one-on-one helper for children, teens, or adults with special needs during Sunday services. Special Care Volunteers create a safe, loving environment where participants can engage with the message of Jesus at their own level. They model the love of Christ through patience, encouragement, and attentive care, ensuring that every individual feels seen, valued, and supported.

**Time Requirements:** Serve at least twice per month on scheduled Sundays (approx. 2 hours)

**This Position Reports to:** Classroom Lead/Teacher

## Responsibilities:

- Build a trusting, supportive relationship with your assigned buddy through consistent presence and care
- Support your buddy in participating in Sunday activities, whether in a general classroom or specialized setting
- Encourage spiritual engagement through simple conversations, play, and modeled worship
- Communicate any needs, behaviors, or wins to the Sunday Lead
- Attend team huddles before service for prayer and updates
- Follow ministry guidelines for safety, inclusion, and behavior support

## Details:

- **Consistent Presence:** Try to serve at least twice a month, offering familiarity and comfort to your buddy.
- **Before-Service Huddle:** Arrive early to pray with the team, receive any updates, and prepare for the day.
- **Flexible Support:** Be ready to adapt as needed—some buddies need help staying focused, others just need a friend by their side.
- **Team Collaboration:** Work with Sunday Lead and other volunteers to ensure the best experience for each participant.
- **Christlike Compassion:** Your kindness, patience, and presence reflect the heart of Jesus and make a lasting impact.

# Sunday Team Volunteer

**Summary:** This support role assists the Classroom Lead/Teacher in creating a safe, engaging, and Christ-centered environment for children. By providing hands-on help with classroom needs, engaging with kids, and ensuring smooth operations, the Sunday Team Volunteer helps children experience the truth and love of Jesus with ease.

**Time Requirements:** 2 hours on the Sunday they are scheduled

**This Position reports to:** Classroom Lead/Teacher

**Responsibilities:**

- Support the Teachers so that the class can run smoothly
- Love and watch over the safety of the kids
- Play and entertain kids during free time
- Help lead kids to clean up toys and after craft/activity

**Details:**

- Show up at the Team Huddle each week
- Supports the Teachers with whatever they need for the class that day
- Engages children while parents are completing the check-in process
- Changes diapers and helps with bathroom breaks
- Prepares snack
- Watches for the safety of each child

# Kids Worship Lead

**Summary:** The Kids Worship Lead is responsible for creating an engaging worship environment where children can encounter God through music and praise. This leader oversees scheduling and recruiting volunteers for the worship team, ensures that worship flows smoothly within the kids' service, and helps foster a culture of joy and participation. The Worship Lead plays a vital role in preparing the next generation to worship in spirit and truth.

**Time Requirements:** 0–3 hours per week (includes Sunday mornings, volunteer communication, and occasional recruiting).

**This Position Reports To:** Worship Lead and Sunday Lead

## Responsibilities:

- **Volunteer Scheduling:** Create and maintain a monthly schedule to ensure worship leaders and musicians are in place each week. Communicate schedules clearly and confirm availability.
- **Volunteer Recruitment:** Actively seek and train new worship team members to grow the worship team and develop a pipeline of leaders.
- **Worship Oversight:** Lead or oversee worship each Sunday to ensure excellence and a spirit-led atmosphere. Adjust flow as needed to align with the class welcome, rules, and transitions.
- **Team Development:** Invest in worship volunteers by encouraging them, giving feedback, and helping them grow in their leadership and worship-leading skills.

## Details:

- Oversee Kids Worship in the Elementary Classroom during both services
- Weekly Sunday Rhythm:
  - **10:30 am:** After Worship in Auditorium; head over to the Gym
  - **10:35/10:45 am:** Lead worship in Elementary Class (1 song, short speaking transition, 1 closing song)
  - **10:45 am:** Pray over Children's Ministry
- After worship is finished each service, worship volunteers are free to hang with the team, attend service, or serve in a classroom
- Schedule volunteers on Planning Center
- Recruit and mentor new volunteers for the ongoing growth of the Kids Worship Team

# Kids Worship Volunteer

**Summary:** The Kids Worship Volunteer helps lead children into God's presence through music and joyful praise. Whether singing, playing an instrument, or helping guide kids in worship, this role is all about creating an engaging, Christ-centered worship experience. Worship Volunteers partner with the Kids Worship Lead to model authentic worship and encourage kids to participate with energy and excitement.

**Time Requirements:** 1–2 hours on a scheduled Sunday (includes Sunday morning rehearsals and leading worship during services).

**This Position Reports To:** Kid's Worship Lead

## Responsibilities:

- Help lead worship in the Elementary Classroom through singing, playing instruments, or supporting transitions
- Encourage and model worship for kids by engaging with joy and energy
- Support the Kids Worship Lead in creating a smooth, spirit-led flow of worship
- Be flexible to serve in other small ways during Kids Ministry as needed (help with set-up, transitions, or engaging with kids)

## Details:

- Weekly Sunday Rhythm:
  - **10:30 am:** After Worship in Auditorium; head over to the Gym
  - **10:35/10:45 am:** Lead worship in Elementary Class (1 song, short speaking transition, 1 closing song)
  - **10:45 am:** Pray over Children's Ministry
- After worship, volunteers may hang with the team, attend service, or serve in a classroom
- Stay connected with the Worship Lead for scheduling and preparation