THE MASTER'S KIDS
LEADERSHIP JOB DESCRIPTIONS

Each class consists of 32 moms, 14 of whom serve as coordinators. Each coordinator is expected to be at class **at least 15 minutes before the class begins in order to set-up**. We can make some exceptions if necessary. Certain coordinators are required to attend the monthly scheduled planning meetings listed on your monthly outlines. *If you cannot attend a meeting for some reason, please let your class advisor know in advance.*

CLASS ADVISOR

- Must be a member of Grace Community Church and is required to attend monthly meetings.
- Supervises set-up & clean up, therefore, must arrive at least 15 minutes before class.
- Works with lesson coordinator to ensure program runs according to schedule.
- Serves as liaison with program coordinator.
- Helps other coordinators learn their jobs as needed.
- Helps out wherever needed if another coordinator needs assistance or finds replacements for absent moms with responsibilities in class.
- Fills out cash submittal forms and turns in to Children's ministries secretary.
- *Someone who has served as a coordinator in the past should do this job.*

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MOM'S COORDINATOR

- Must be a member of Grace Community Church and is required to attend monthly meetings.
- Must arrive at least 15 minutes before class begins in order to set up.
- Coordinates speakers for mom's time & must submit names of speakers to program coordinator for pastoral approval.
- Sends thank-you notes to speakers and birthday cards to moms.
- Organizes a "Thank You" gift to be given to guest speakers (you may submit receipts to intern for reimbursement).
- Organizes and distributes materials for the memory books.
- Keeps track of absent moms to ensure they are up to date with information & handouts.
- Pulls crafts and information sheets for moms who are absent.
- Follows up on absent moms who have not called in their absence.
- Leads discussions, Bible studies, and makes announcements during mom's time.
- *This job requires some emailing.*
- *Mom's coordinator must be present during mom's time and may need to help or take over the class advisor position if she needs help or is absent from class.*
- *Please note, do not collect any more money from moms for extra purchases. All moneys come out of tuition.*

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LESSON COORDINATOR -1- *(a.k.a.: Teacher)*

- Must be a member of Grace Community Church and attend monthly meetings.
- Must arrive at least 15 minutes before class begins in order to set up.
- Coordinates and teaches, together with lesson coor 2,the planned weekly lesson to the kids.
- Works with music coordinator to ensure that the 15 min. music/stretching time between skills and lesson reinforces the lesson of the day.
- Informs the moms of the lesson's content so that the moms can reinforce the lesson at home during the week. (this is a 2 minute update done during moms time or good-bye circle)
- Contacts the following speakers for the kids as per the monthly outlines: policeman, nurse or doctor, dentist, choir director, ballerina. (Must submit names of speakers for program coordinator approval.)
- Organizes and notifies moms/kids of scheduled responsibilities (i.e. flag salute, prayer, special child.) Try to have ready for week 1.
- Leads and directs the children on outings if needed.
- Emailing responsibilities are moderate.
- Needs to spend time each week reviewing lessons for the month.
- *The lessons coordinator needs to be present during child's lesson time and therefore will miss part of the mom's time each week.*

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LESSON COORDINATOR – 2-

- Must be a member of Grace Community Church.
- Attending monthly meetings are beneficial and necessary if lesson coordinator cannot attend.
- Must arrive at least 15 minutes before class begins in order to set up.
- Organizes birthday cards to kids and any thank you notes to kid's guest speakers.
- Organizes a "Thank You" gift to be given to kid's guest speakers.
- Work together with the other lesson coordinator in any area she might have a need.
- Will teach if the other lesson coordinator is unable to be at class.
- *The lesson coordinator 2 needs to be present during child's lesson time, therefore will miss part of the mom's time each week.*

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MUSIC COORDINATOR

- Must attend monthly meetings.
- Must arrive at least 15 minutes before class begins in order to set up.
- Leads opening songs with moms and kids, i.e. class song, special child, etc.
- Leads songs and stretching exercises between skills and lesson time to help get the "wiggles out" and to reinforce what is being taught during lesson time.
- Arranges for special music demonstrations and must submit names of participants for program coordinator approval.
- Music coordinator may add and adjust music curriculum as her skill and time permit. Creativity is encouraged!

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ASSISTANT MUSIC COORDINATOR (ACCOMPANIST)

- Monthly meetings are not mandatory but may be helpful. Must attend if music coordinator cannot.
- Play piano or guitar.
- Helps Music coordinator in any area she might have a need.
- Assistant music coordinator will lead music time if the music coordinator is unable to be at class.

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SERVICE COORDINATOR

- Must attend monthly meetings.
- Must arrive at least 15-20 minutes before class begins in order to set up.
- Contacts moms for mom's snack (A mom is assigned to bring the snack each week and may bring anything she'd like.).
- Sets up coffee, tea, etc. for mom's time.
- Contacts moms for kids' snack and gives instructions at least two weeks in advance.
- *Oversees* clean up in moms' and kids' snack areas and makes sure supplies get put back neatly. (Playtime helpers should clean up during kids snack and assigned mom cleans up mom snack)
- Keeps snack supplies in order and well stocked.
- Oversees that snacks are set-aside for lesson & assistant lesson and their helpers in mom's time.
- Finds two volunteers for the year who make and deliver snacks to nursery workers each week.
- This job requires a moderate amount of emailing.

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CRAFT COORDINATOR –1–

- Must attend the monthly meetings.
- Must arrive at least 25 minutes before class begins in order to set up.
- Keeps craft cupboard organized and neat.
- Buys or orders craft supplies as needed.
- Sets-up crafts each week.
- Alternates with the craft coordinator 2 to supervise craft time.
- Needs to get craft instructions and supplies to the assigned helpers at least two months in advance so they can get crafts prepared and back to you a couple of weeks prior to when the crafts are needed.
- Emailing is moderate, lots of errands to run, some interruptions of weekly craft time with your child.
- Delegation is the key as each month two moms are assigned to help with crafts.

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CRAFT COORDINATOR –2–

- See Craft Coordinator 1 Description.

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OUTINGS/INFORMATION COORDINATOR

- Must attend monthly meetings.

OUTINGS:
- Coordinates all class outings (approximately 10 per year) and communicates details of outings to class advisor as necessary.
- Is the first to arrive at all outings.
- Writes thank you notes regarding outings when appropriate.
- Provides price information and travel directions for outings.
- Most of this job is phone calling or emailing.
- Will need to attend to any last minute details necessary for the outing, (i.e. attendance list, money,ID stickers for kids, etc.)
- Responsibilities include organizing the class on outing days. Remember, TMK is a testimony of Grace Community Church and therefore outings must be an orderly and well-supervised event.

<u>INFORMATION:</u>
- Must have access to a computer.
- Takes notes at monthly meetings and compiles a *Monthly Information Sheet* to update class on any changes or information pertinent to that month.
- Must get information sheet turned in to the TMK intern at church, for copying, in order to have it back in time to hand out to the moms at least one week before the new month.
- Needs to mail information sheet and field trip information to those moms who were absent that week.

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WELCOME TABLE/FIRST PLAY COORDINATOR

- Monthly meetings are not mandatory.
- Must be at class NO LATER than 8:45.
- Makes the fruit name tags for moms and kids before classes begin. (this is done through intern)
- Prepares a sign-in sheet for each month to keep track of attendance, tuition & nursery fees.
- Sets up welcome table (creativity is encouraged per monthly themes.)
- Sets up first play area.
- Makes sure welcome table and first play toys are properly put away at the end of the class.

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PLAYTIME COORDINATOR –1–

- Monthly meetings are not mandatory.
- Oversees kids' snack time and reinforce and maintains proper manners for eating.
- Organizes activities and supervises playground time with children. (Activities include practicing walking in a straight and quiet line, free play, handball, jump rope, 4-square, and hopscotch.)
- Not too much advanced preparation is required for this job but will interrupt part of mom's time.

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PLAYTIME COORDINATOR –2–

- See Playtime Coordinator 1.

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Class Photographer

- Monthly meetings are not mandatory until the end of the year. Must attend graduation-planning meetings. (Typically the April and May coor meetings)
- Requires basic photography skills and a 35-mm camera

First week of class:

- Take pictures of each child
    - Individually with crown (for special child certificates)
    - Individually without crown (for *Christmas* ornament craft in December)
    - Child with mom (needs to be printed for *Look At Me* craft on week 4 of September)
- Take group picture of moms and kids that will be used for moms and kids birthday cards and for thank you cars for the mom's time and kid's lesson time guest speakers.
- Must prepare pictures for graduation slide show (may use PowerPoint)
- Needs to bring camera and take pictures every week. (These photos may be made available through an online photo service. This is not a necessity but has been found to be helpful.)
- Photos will also be taken at zoo outing and shared, in slideshow form, with the class during the lesson time before the last day of classes.
- The Master's Kids will provide processing for any necessary photos.
- Photos are not taken for mom's memory books. Moms must bring their own cameras and film for personal pictures (Again, you may make the photos available online if desired).
- The class photographer <u>does not</u> need to be an expert.