

ROOM SET-UP/TEAR-DOWN VOLUNTEER

OVERVIEW

The Sibling Baptism Class Volunteer supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by ensuring a safe, attractive, and welcoming environment for children and families.

RESPONSIBILITIES

Meet with children's staff to be oriented with the rooms and process of set-up and tear-down.

- Arrive on time, typically one hour prior to the start of the first Sunday service (8:45am).
- Attend the full set-up/tear-down team gathering for prayer and direction.
- Childcare Room
 - Remove Childcare cart from storage room and place in Childcare room
 - Use fabric provided to cover any shelves not being used.
 - Set up chairs, placing crayons, coloring sheets, and puzzles on tables.
 - Set out registration check-in sheets
 - Set out nametags, pens, etc.
- Toddler, Preschool, and Kindergarten Rooms
 - Set up toddler space
 - Set up Pre-K space
 - Set up Kindergarten space
 - Remove carts from the storage closet
 - Rearrange rolling shelves as needed to create inviting space
 - Use fabric provided to cover any shelves not being used.
 - Set up chairs, placing crayons & activity/coloring sheets on tables.
 - Set out registration check-in sheets
 - Set out nametags, pens, etc.
- Tear Down (all team members)
 - Tear down in reverse order of set-up
 - Return classrooms to their original state
 - Wipe down tables
 - Return carts to storage room
- Respond to communication from the ministry leader in the agreed upon time.
- Communicate dates you'll be gone - at least two weeks in advance is preferred.

RELATIONSHIPS

Works closely with and reports to Director of Children's & Family Ministries

TIME COMMITMENT

1.5-2 hours per week (before the 8:45am service and after the Sunday School Hour).

SKILLS AND INTERESTS

Detail-oriented, focused, non-anxious presence, ability to lift up to 25 lbs., optimistic, able to receive feedback

RESOURCES AND TRAINING

Reports to Director of Children's & Family Ministries for support and resources.

Curious? Interested in this ministry?

Contact Cate Jones, Director of Children's & Family Ministries at cate.jones@stgeorgesnashville.org.

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