



## **Youth Sunday Morning Small Group Leader**

### **Middle School**

#### **Volunteer Job Description**

1 Year Commitment, Renewable

#### **Support Person: Associate Pastor**

**Purpose:** *"So deeply do we care for you that we are determined to share with you not only the gospel of God but also our own selves, because you have become very dear to us." 1 Thessalonians 2:8 (NRSV)* The primary purpose for Youth Ministry is to provide a safe, warm and welcoming community where youth get a sense of belonging, are nurtured in their faith, and encouraged to live a life of discipleship. As such the goal of this position is for leaders to be seen as role models in conduct, speech and attitudes, who are intentional about building relationships with youth and help facilitate various activities and opportunities that will guide youth in their faith formation.

#### **Benefits to this position**

Here are some things you can expect:

- *Develop some very meaningful relationships with youth from your congregation.*
- *Witness the transformation of lives within your youth group.*
- *Growth in your own faith journey.*
- *Increase the ability to talk about your faith.*
- *Joy in seeing God at work through this ministry.*

#### **Job Description**

The main role for Sunday Morning High School Small Group Leader is to build loving and caring relationships with a group of teens and facilitate the effectiveness of group meetings. This includes the following:

- Lead Sunday Morning small group on a weekly basis. (Substitutes available for travel/vacation.)
- Prepare for weekly meetings by reviewing curriculum/information shared with you by Associate Pastor. (You will be provided with curriculum & materials! Your job is to review & show up!)
- Cultivate a fun, safe and welcoming environment where youth can grow in relationship with others and with Jesus Christ.
- Encourage youth participation in service/mission projects.
- Pray for the youth in your church and especially for those who are struggling.
- Connect with parents
- Maintain accurate records of youth group members and seek out youth who are not participating and encourage them to become involved.

**Time required**

We believe that consistency is key in building relationships. A group of volunteer leaders will rotate to assist you in leadership – however, we are asking that this position be committed to being present for one year on Sunday mornings from 10:45AM – 12:15PM when not traveling.

**Length of commitment**

We are asking for a one year commitment that is renewable as you fall in love with the position!

**Qualifications or special skills**

The Youth Leader is passionate about relating to teens and

- Gives evidence of a sincere commitment to Christ and Vine's mission/values
- Has a servant heart and shows spiritual maturity.
- Is a good communicator and listener and has a heart for youth
- Has a positive attitude and knows how to have fun, laugh and enjoy life
- Is flexible and open to what can sometimes be the messiness of youth ministry
- Has a desire to see spiritual growth and transformation in the youth of your church
- Is committed to work as a team member with other youth ministry leaders.
- Commits to participate in training events in order to build capacity for the role.

Lastly, the church is not just a place of worship and where ministry programs happen, but also a place of safety and trust. As such, those serving in the Youth Ministry program will be required to provide a background check and comply with Vine's Safe Sanctuary policy including:

- Six Month Rule: Anyone working with children or youth at the Vine must be an active participant or a member of the church for at least six (6) months. New workers may be assigned a mentor who will be available to assist the new worker's understanding of procedures and policy during the first six (6) months of service. The person serving as mentor should have experience in the same area of church ministry but does not have to work alongside or be in constant sight of the new worker.

- Screening: Before beginning the first year of service, each paid staff member or volunteer who works with children will be asked to attend an orientation session and sign a statement indicating that he/she agrees to abide by the Safe Sanctuaries Policy of the Vine. They must also submit a "Child & Youth Worker Screening Form."



**Youth Sunday Morning Small Group Leader**  
**High School**

**Volunteer Job Description**

1 Year Commitment, Renewable

**Support Person: Associate Pastor**

**Purpose:** *"So deeply do we care for you that we are determined to share with you not only the gospel of God but also our own selves, because you have become very dear to us." 1 Thessalonians 2:8 (NRSV)* The primary purpose for Youth Ministry is to provide a safe, warm and welcoming community where youth get a sense of belonging, are nurtured in their faith, and encouraged to live a life of discipleship. As such the goal of this position is for leaders to be seen as role models in conduct, speech and attitudes, who are intentional about building relationships with youth and help facilitate various activities and opportunities that will guide youth in their faith formation.

**Benefits to this position**

Here are some things you can expect:

- *Develop some very meaningful relationships with youth from your congregation.*
- *Witness the transformation of lives within your youth group.*
- *Growth in your own faith journey.*
- *Increase the ability to talk about your faith.*
- *Joy in seeing God at work through this ministry.*

**Job Description**

The main role for Sunday Morning High School Small Group Leader is to build loving and caring relationships with a group of teens and facilitate the effectiveness of group meetings. This includes the following:

- Lead Sunday Morning small group on a weekly basis. (Substitutes available for travel/vacation.)
- Prepare for weekly meetings by reviewing curriculum/information shared with you by Associate Pastor. (You will be provided with curriculum & materials! Your job is to review & show up!)
- Cultivate a fun, safe and welcoming environment where youth can grow in relationship with others and with Jesus Christ.
- Encourage youth participation in service/mission projects.
- Pray for the youth in your church and especially for those who are struggling.
- Connect with parents

- Maintain accurate records of youth group members and seek out youth who are not participating and encourage them to become involved.

### **Time required**

We believe that consistency is key in building relationships. A group of volunteer leaders will rotate to assist you in leadership – however, we are asking that this position be committed to being present for one year on Sunday mornings from 10:45AM – 12:15PM when not traveling.

### **Length of commitment**

We are asking for a one year commitment that is renewable as you fall in love with the position!

### **Qualifications or special skills**

The Youth Leader is passionate about relating to teens and

- Gives evidence of a sincere commitment to Christ and Vine's mission/values
- Has a servant heart and shows spiritual maturity.
- Is a good communicator and listener and has a heart for youth
- Has a positive attitude and knows how to have fun, laugh and enjoy life
- Is flexible and open to what can sometimes be the messiness of youth ministry
- Has a desire to see spiritual growth and transformation in the youth of your church
- Is committed to work as a team member with other youth ministry leaders.
- Commits to participate in training events in order to build capacity for the role.

Lastly, the church is not just a place of worship and where ministry programs happen, but also a place of safety and trust. As such, those serving in the Youth Ministry program will be required to provide a background check and comply with Vine's Safe Sanctuary policy including:

- Six Month Rule: Anyone working with children or youth at the Vine must be an active participant or a member of the church for at least six (6) months. New workers may be assigned a mentor who will be available to assist the new worker's understanding of procedures and policy during the first six (6) months of service. The person serving as mentor should have experience in the same area of church ministry but does not have to work alongside or be in constant sight of the new worker.

- Screening: Before beginning the first year of service, each paid staff member or volunteer who works with children will be asked to attend an orientation session and sign a statement indicating that he/she agrees to abide by the Safe Sanctuaries Policy of the Vine. They must also submit a "Child & Youth Worker Screening Form."



## **Children's Ministry Parent Leadership Team Coordinator**

### **Job Description**

1 Year Commitment, Renewable

**Support Persons:** Children's Ministry Director, Sam Poe

**Purpose:** To lead the Parent Leadership Team in supporting Children's Ministry programs and events for effectiveness in encouraging children in faith and helping them grow in relationship with Jesus Christ, one another, and the church.

### **Requirements**

A Parent Leadership Team Coordinator:

- Expresses a faithful witness and a life of discipleship in Jesus Christ.
- Participates in the life of the church, worshipping regularly, and attending various Vine sponsored events.
- Is able to work with others.

### **Expectations**

- Schedules and leads Parent Leadership Team meetings (4 per year)
- Meets with Children's Ministry Director following each meeting to discuss:
  - The effectiveness of various Children's Ministry programs
  - Assistance in creating teams to support Sunday morning and evening Children's Ministry activities as well as special events
  - Ideas/inspirations from the Parent Leadership Team
  - The relevancy, Biblical accuracy, and engagement of the Children's Ministry curriculum.
- Consistently prays for the Children's Ministry and the Vine Church.

### **Benefits & Opportunities**

- Develop friendships with other parents
- Play a vital role developing the programs, events, and teams that connect children to Christ and assist in their spiritual growth as they develop a relationship with God. Advance Vine's mission to be a welcoming place where people can connect with Christ.



## **Children's Ministry Volunteer Kids Large Group Captain**

### **Job Description**

1 Year Commitment, Renewable

**Support Persons:** Children's Ministry Director, Sam Poe

**Purpose:** To encourage children in faith and help them grow in relationship with Jesus Christ, one another, and the church. To have fun and help children experience love and acceptance in a non-threatening environment.

### **Requirements**

A Kid's Large Group Captain:

- Expresses a faithful witness and a life of discipleship in Jesus Christ.
- Participates in the life of the church, worshiping regularly, maintaining an active devotion or quiet time for personal and spiritual growth, and upholding the Methodist tenets of using their time, talent, treasure, and witness for the glory of God.
- Is warm & friendly; enjoys spending time with children.
- Demonstrates patience and flexibility.
- Has the ability to share knowledge of faith and scripture and to set a positive example.
- Six Month Rule: Anyone working with children at the Vine must be an active participant of the church for at least six months. New workers may be assigned a mentor (with experience in the same area of ministry) who will assist in the understanding of procedures and policy during the first six months of service. The mentor will assist as needed but does not need to be in constant sight of the new worker.
- Screening: Before beginning the first year of service, each paid staff member or volunteer who works with children will be asked to attend an orientation session and sign a statement indicating that he/she agrees to abide by the 'Safe Sanctuaries Policy' of the Vine. They must also submit an 'Application & Personal Information Form' and sign a 'Confidentiality Agreement'.

### **Expectations**

- To ensure the position of Large Group Leader is covered every Sunday
- To lead Large Group a minimum of 2 times per month
- To train and coordinate Large Group Leaders ensuring coverage every Sunday
- To review lesson in advance and be prepared to teach
- To be in place and ready to welcome students by 10:50 am and remain until the last child has been picked up.
- To inform Children's Ministry Director right away in case of unexpected absence

- To understand and abide by the Vine's Child Protection Policies.
- To communicate any special needs or request to appropriate staff
- To pray for children throughout the week
- To identify absentee children or welcome new children in coordination with the Children's Ministry Director
- Participate in scheduled meetings & trainings as able (2-3 per year).

### **Benefits & Opportunities**

- See the spiritual growth in children as they develop a relationship with God through prayer, activities, lessons, relationships, and song.
- Build warm and close relationships with children and families of our church
- Develop friendships with other teachers
- Learn more about the Bible (teaching is the best way to learn)
- Advancing Vine's mission to be a welcoming place where people can connect with Christ.

## **Children's Ministry Volunteer Kids Large Group Captain**

### **Description of Weekly Duties**

#### **BEFORE SHIFT**

- Check and prepare enough supplies for large group time before children arrive.
- Ensure that the classroom is clean and set up before children arrive.

#### **DURING SHIFT**

- Meet and greet parents and children (check name tags for allergies/special instructions).
- If children arrive early, talk to them and play with them (utilize back-up activities as necessary such as coloring, building blocks, etc.).
- Do not allow children to play with 'school' toys/resources that are in the classroom.
- Actively participate with children.
- Correct any disruptive behavior of a child.
- Check attendance utilizing the attendance roster.
- Lead large group lesson time.
- During small group time, assist small group assistants as needed.

#### **AFTER SHIFT**

- Put the room back in the same order you found it to the best of your ability.
- Assist small group assistants in returning supplies to the Children's Ministry Office.
- Spray or wipe down surfaces and toys to disinfect.
- Leave attendance chart on desk in Children's Ministry Office.
- Communicate any concerns to the Children's Ministry Director.



## **"Holy Grounds" Coffee Bar Coordinator**

### **Volunteer Job Description**

1 Year Commitment, Renewable

#### **Support Person: Lead Pastor**

**Purpose:** The primary purpose of the coffee bar is to provide a place for not only refreshment - but connection, welcome, and fun. We envision a coffee bar that includes specialty drinks, perhaps seasonal specials, and occasional additional treats offered to the congregation as they come and go from Vine.

#### **Benefits to this position**

Here are some things you can expect:

- *Develop some very meaningful relationships with clergy, staff, & church members.*
- *Growth in your own faith journey.*
- *Enjoy lots of fun opportunities in the building of relationships with our diverse congregation.*
- *Joy in seeing God at work through this ministry.*

#### **Job Description**

The main role for the Coffee Bar Coordinator is to ensure that the coffee bar is open & ready for business each Sunday from 9:15AM – 12:15PM.

- Coordinate volunteer baristas to serve at Holy Grounds.
- Communicate needs for supplies to Vine's office for ordering
- Cultivate a fun, safe and welcoming environment.
- Consider special drinks or snacks that occasionally bring a bit of fun to the season.

#### **Time required**

The coffee bar should be open & ready for business each Sunday from 9:15AM – 12:15PM. You do not need to be present for all of those 3-hours as you coordinate a volunteer team to serve. Additional time for brainstorming ideas and communicating needed supplies to Vine's office.

#### **Length of commitment**

We are asking for a one year commitment that is renewable as you fall in love with the position!

#### **Qualifications or special skills**

- Gives evidence of a sincere commitment to Christ and the mission of Vine church.
- Has a servant heart and shows spiritual maturity.
- Has a positive attitude and knows how to have fun, laugh and enjoy life
- Is flexible and open to what can sometimes be the messiness of ministry
- Is committed to work as a team member with other leaders.





## **Hospitality Coordinator**

### **Volunteer Job Description**

1 Year Commitment, Renewable

#### **Support Person: Lead Pastor**

**Purpose:** *The hospitality ministry is a servant ministry where the overall focus is to coordinate and organize church-wide meals and social events as directed by the Pastor. These events include occasional potluck meals, concessions for special events, and the set-up & take-down of the Worship Center for special events & occasions.*

#### **Benefits to this position**

Here are some things you can expect:

- *Develop some very meaningful relationships with church clergy, staff, and members.*
- *Growth in your own faith journey as you serve God with your time & talent.*
- *Joy in seeing God at work through this ministry.*

#### **Job Description**

- Consult with staff regarding needed hospitality events. (You will be communicated with in a timely manner by the Lead Pastor/staff.)
- Arrange for food/supplies to be used at hospitality event. (We use InstaCart and other delivery services to assist with food/supply procurement.)
- Arrange for volunteers to set-up/serve/clean-up for event as needed.
- Decorate table/area as requested. (Your creativity & ideas are very welcome!)

#### **Time required**

You can expect there to be roughly 1-2 events per month that require hospitality support. You do not have to be present for each event as you train & equip a team of volunteers to rotate.

#### **Length of commitment**

We are asking for a one year commitment that is renewable as you fall in love with the position!

#### **Qualifications or special skills**

- Gives evidence of a sincere commitment to Christ and the mission of Vine church.
- Has a servant heart and shows spiritual maturity.
- Has a positive attitude and knows how to have fun, laugh and enjoy life
- Is flexible and open to what can sometimes be the messiness of ministry
- Is committed to work as a team member with other leaders.