

Hello. Philip Hahn here again for the next training video. You will watch THIS video more than once. 6 months from now, when you've forgotten some of the content, you'll watch all this again. Next year when your room is struggling, you'll come back and watch it again. THIS is the video should be a shortcut on your web browser and you should link to it often. It's the job description for your role and tells you the most practical stuff of week-to-week ministry.

So... Bridge Kids exists to see kidmin leaders called, equipped, growing, and mentoring for the effective discipleship of the next generation. Because our ministry is so singularly focused on leadership development, each leader is encouraged to grow not only in their current position, but to aspire to grow toward the next level of leadership responsibility.

So this video is basically the job description for the level of leadership you've committed to take on in this stage of your ministry growth. When you're ready for the next level of leadership, you'll watch the next job description video.

In the leadership pipeline, there are currently 5 levels of leadership.

1. Team Members: who lead kids. Team Members care for and communicate directly to the kids.
2. Team Captains: who lead Team Members such as leading the 8:15 Kids Church team, the 5th grade Stars teachers, or the 8:45 Nursery volunteers. They plan everything that happens in that group and equip their Team Members to execute the plan.
3. Coordinators: who lead Team Captains such as the Kids Church coordinator, Girls Ministries coordinator, or Preschool coordinator.
4. Directors: who lead a Department such as Worship Director, Children's Pastor, or Youth Pastor.
5. Senior Leadership: who lead a church or campus, such as a lead pastor or campus pastor.

3.1 JOB DESCRIPTIONS: Team Member

So, since you're committing to be a Team Member at this time, let me lay out what your role as a Team Member looks like. Basically, it's to **grow as a leader** and **disciple the kids**.

Your first job is to **grow as a leader**. That's what you're signing up for. Because Team Members are on the front lines and most directly responsible for what kids experience at church, we want you to commit to being a learner, always improving the ways you disciple these kids.

That means your job is also to **disciple the kids**. Team Members get to work with the most direct influence on the kids and families. Of all the positions on our leadership pipeline, yours is the most influential.

Of course, you learned in the Team Culture video that you are Called, Equipped, Growing, and Mentoring. Because this is the culture of the team you're joining, these are automatically part of your job. The phrases you use most should be, "ICNU," "I just want to be clear," "What's next for me?" and "Let's do this together."

But let's run through the tasks you're responsible for as you **grow as a leader** and **disciple the kids**.

Environment

- Teams should create and maintain a clean, well-organized physical space. Teams should also maintain a culture that makes kids feel emotionally, spiritually, and physically safe.
- Teams must ensure the secure check in and check out of all students using Planning Center Check Ins and be familiar with established safety policies such as, "No tag, no child."

Materials

- What you teach matters. You are given carefully selected teaching material. But how you deliver it is up to you. Make sure it's always scriptural, gospel-centered, engaging, and WELL PREPARED.
- Teams must ensure schedules, lesson plans, craft supplies, object lessons, games, costumes, etc. are communicated and prepared before the day of ministry.

Fun & Creativity

- Church should be FUN! That's your job. Kids will remember how they felt when they were with you far more than anything you say. So, play with the kids. Allow for laughter, games, and friendships. And as important as your teaching material might be, all leaders are encouraged to improve the content in ways your kids enjoy. Watch for whether the kids are having fun and improve things when needed. You have permission to get creative.

Communication

- What you communicate to kids is more than just what you say. Communicating with kids is about two things. Eyes and Smiles.
- 1. Eyes. Give kids your FULL attention. You're there to connect with the kids, not a lesson plan. That means they should never see you reading your lesson. Not when they're walking into the room. Not while you're teaching. Your lesson is fully prepared long before kids arrive. So put the paper down, say it in your own words, and look at the kids.
- 2. Smiles. When you teach. Smile. When you lead worship, smile. When you're correcting misbehavior, smile. Kids trust happy adults. Even newborn infants are drawn to smiling faces. Be intentional about projecting love and joy with your face.

Classroom Management

- Teams are expected to maintain order in their groups. Kids need structure. Here are my 3 tips for an orderly classroom of any age.
1. Preparation fixes most of your problems. The better you prepare your lessons and materials before the day of ministry, the smoother everything becomes, including the kids' behavior. They know when you're winging it. Prepare your words and supplies ahead of time. You should go so far as to stage objects you'll need so you don't have to pause to get out the next thing. Prepare, prepare, prepare. Trust me, it's a lifesaver.
 2. Eliminate dead time both by knowing what you're going to say to eliminate long pauses while speaking and by prepping materials before kids arrive so they don't have to wait while you get out the next thing.
 3. Clear expectations and follow through make a HUGE difference, especially with more difficult kids. ADHD, Autism, and troubled home lives produce chaos in a child's thoughts and emotions. When you communicate the schedule of what's going to happen today and what they need to finish before moving on to the next thing, that structure creates stability and consistency. When you lay out clear rules and consequences and follow through every time, it creates a sense of comfort and makes you an adult they can TRUST to DO what you say. Clear expectations and consistent follow through.

Now, I know that was a lot. And I know you're NEVER going to remember all this, so this video and all these tips are always available right here for you to watch and rewatch anytime you need them. So if ever your room gets a little boring or chaotic, COME BACK and brush up on these basics.

And now that you have an idea of what you'll be learning as a Team Member, your Coordinator or your Team Captain will follow up with you to go over the unique responsibilities of your specific program and age group . And I hope you'll keep growing in this role with the intention to consider a position as a Team Captain in the future. Thank you for serving your church in Bridge Kids.

Quiz Questions:

1. Your primary job as a Team Member is to do what?
 - a. Memorize the policy manual.
 - b. Grow as a leader and disciple the kids.
 - c. Prevent kids from eating their nametags.
 - d. Remember every word in my lesson plan.

2. Which of your responsibilities was included in "Materials" AND "Communication" AND "Classroom Management"?
 - a. Unstructured drop-off time is a good time to set up that day's supplies
 - b. Reading my lesson word-for-word while I teach ensures kids hear everything important.
 - c. Fully prepare my lessons well before the day of ministry.

- d. My preparations outside class have no effect on the behavior of the kids.
3. Whether I'm greeting kids, teaching, worshiping, or correcting misbehavior, kids should always see me doing what?
- a. Dancing
 - b. Setting up
 - c. Praying
 - d. Smiling
4. Which of the following are ways I can keep church fun for the kids?
- a. Play with the kids
 - b. Allow for laughter, games, and friendships
 - c. Improve my content in ways my kids enjoy
 - d. All of the above
5. Whose responsibility is it to ensure kids are ONLY released to those with pickup tags?
- a. Mine alone
 - b. Team Captains alone
 - c. Coordinators alone
 - d. Everybody

3.2 JOB DESCRIPTIONS: Team Captain

So since you're committing to be a Team Captain at this time, let me lay out what your role as a Team Captain looks like.

Of course you know our team culture demonstrates that everyone is Called, Equipped, Growing, and Mentoring. So these are automatically your job. The phrases you use most should be, "ICNU," "I just want to be clear," "What's next for you?" and "Let's do this together."

Aside from sustaining this team culture, your job is to **lead a team** and **disciple leaders**. That's what you're signing up for. Under the direction of your Coordinator, you are in charge of everything that happens in your room. You write the script and equip your team to execute your plan. Since your job is primarily to **lead a team** and **disciple leaders**, executing your plan means you're working closely with your coordinator, allowing them to mentor you. But also getting feedback and input from your team as you mentor them.

So let's run through the tasks you're responsible for as you **lead your team** and **disciple your leaders**.

Content.

What your team teaches the children matters. That's why your Coordinator has provided a curriculum shared by all campuses. Though the same source material is used, you are expected to adapt it to the unique leaders, resources, and culture of your group. But it should remain scriptural, gospel-centered, engaging, and WELL PREPARED. So when planning how your team will run your service, make sure the content stays center-stage.

Materials.

You must ensure schedules, lesson plans, and room supplies are communicated to your team a week before they need it so they can prepare well before the day of ministry. On the day of your ministry, you and your team are also responsible for making sure everything they need is provided and set up before kids arrive.

Safety & Security.

Your team must ensure the secure check in and check out of all students using Planning Center Check Ins. Make sure your team only releases kids to those with matching pick up tags. No tag, no pickup.

Classroom Management.

Your team should run an orderly room. Kids need structure. A well-planned schedule of activities should be maintained, kids should know the rules and consequences, and leaders should follow through every time.

Environment.

Your team should create and maintain a clean, well-organized physical space. You should also maintain a culture that makes kids feel emotionally, spiritually, and physically safe.

Fun and Creativity.

You are expected to have fun! All leaders are encouraged to improve the content they are given. Your team should remain constantly aware of whether the kids are enjoying themselves and improve things if needed.

The bottom line is that you've graduated from serving the kids to serving your leaders. Although you are probably still delivering a lot of the content, the other leaders in your room are your primary focus. It is through them that the kids in your room will receive the greatest impact. Make sure those kids have the best, well-equipped, excited leaders you can build. Here are 3 tips that I think will help you a lot.

1. Plan 2 weeks ahead. If your leaders are being asked to prepare their materials a week before they use them, you should prepare your materials a week before you give it to them. If they need a week to pray, prepare, and improve, so do you. Get ahead and decide what needs to be taught, who's going to teach it, and what supplies are needed 2 weeks before the kids receive it and 1 week before your leaders receive it.
2. Include your leaders in your planning. If you are going to effectively mentor your leaders, they need to see how you do things. When they contribute to their class, it creates ownership, buy-in, and loyalty to their ministry and your leadership. Not to mention, two heads are better than one and they might come up with some creative ideas you might not have thought of. Don't do anything alone. Let your team into every part of your process.
3. Ask your leaders for more. By that I mean letting them try something they've never done before and giving them leadership opportunities beyond just teaching. If you're going to help them grow, it means you should ask that volunteer who just hands out snacks to try teaching the Bible lesson next week. It means letting one of your stronger leaders run things while you're on vacation or letting one of them set up and tear down so they can see what it's like to become a Team Captain. Not everyone will become good at everything, but you should always be stretching them so they can see what's possible.

Now, I know that's a lot. And I know you're never going to remember it all, so this video and all these tips are always available right here for you to watch and rewatch anytime you need them. So, if you ever feel overwhelmed or your leaders seem to be struggling, COME BACK and brush up on these basics.

Now that you have an idea of what you'll be learning as a Team Captain, I hope you'll keep growing in this role with the intention to consider a position as a Coordinator someday. Thank you for serving your church in Bridge Kids.

Quiz Questions:

1. Your primary job as a Team Captain is to do what?
 - a. Lock the doors and turn off the lights before I leave.
 - b. Lead a team and disciple leaders
 - c. Do as much of the work myself so my leaders don't have to.
 - d. Make the experience in my room better than rooms planned by other Team Captains.

2. Who's responsibility is it to ensure kids are ONLY released to those with pickup tags?
 - a. Mine alone
 - b. Team Members alone
 - c. Coordinators alone
 - d. Everybody

3. If your leaders are expected to prepare their materials a week in advance, when should you look at it?
 - a. The day of ministry
 - b. A week in advance
 - c. Two weeks ahead
 - d. I'm so talented, I can wing it without leaders or materials.

4. In which of the following responsibilities should you include your leaders?
 - a. Setting up and tearing down
 - b. Planning activities and events
 - c. Redecorating the room
 - d. All of the above because I don't do anything alone

5. What is the FIRST focus of your responsibilities
 - a. Kids
 - b. Parents
 - c. Materials
 - d. My Leaders

3.3 JOB DESCRIPTIONS: Coordinator

So since you're committing to be a Coordinator at this time, let me lay out what your role as a Coordinator looks like.

A Coordinator's job is more focused on leadership development than other roles and positions. That means you lead everyone toward being Called, Equipped, Growing, and Mentoring. More so than most, the phrases you constantly use must be, "ICNU," "I just want to be clear," "What's next for you?" and "Let's do this together."

Through this team culture, your job is to **Build Teams** and **disciple leaders**. That's what you're signing up for. Under the guidance of your Pastor or Director, you are in charge of everything your Team Captains and their leaders do in your program. You help them write the script and equip your Team Captains to lead their teams. Since your job is primarily to **build teams** and **disciple leaders**, you should not be needed to teach kids. Please note, I did not say you never teach kids. I said you should not be needed. Your teams are doing the heavy lifting. Your job is to equip them to minister, not to do their job for them. If a new family needs personal greeting or a visiting children's pastor wants a tour or an emergency needs your attention, you should be available to jump in because you're not actually teaching kids. You're making sure your leaders have what they need to teach the kids. In reality, you'll probably be teaching the kids pretty often, but only because you had no other responsibilities and were able to jump in to meet a momentary need.

So let's run through the tasks your TEAMS are responsible for as you **build those teams** and **disciple those leaders**.

Leadership Development Culture.

Nobody perpetuates our team culture more than Coordinators. That's what we mean when we say **build teams** and **disciple leaders**. Leadership development culture is your highest priority, not only is this culture perpetuated in all conversations in every aspect of ministry, but you also need to physically meet face to face with your teams. Connect with your teams AT LEAST once a month. The purpose is to connect, grow, and allow everyone to inform each other of things they should know. These gatherings do not have to be formal meetings around a conference table. Anything from pre-service huddles to casual lunches to one-on-one conversations or video calls ALL qualify. And, yes, if you like, it could also be a formal meeting around a conference table. But whatever it looks like, Coordinators must connect with teams at least once a month. It's the only way to keep leadership development culture at the center of what we do.

Your LEADERS are responsible for the following. Communicate and hold them accountable. Good leadership development results in successful kids ministry.

Content.

What your teams teach the children matters. Content should be scriptural, gospel-centered, engaging, and WELL PREPARED. This involves you selecting and using a curriculum that you and your campus counterparts in the same position, agree meets the needs and goals of all campuses. Though the same source material is used, teams are expected to adapt it to the unique leaders, resources, and culture of their group.

Materials.

Your teams must ensure schedules, lesson plans, craft supplies, object lessons, games, costumes, etc. are communicated and prepared before the day of ministry.

Safety & Security.

Your teams must ensure the secure check in and check out of all students using Planning Center Check Ins and be familiar with safety policies. Do you know if your team captains are enforcing “No tag, no pickup?” How are you monitoring the Two-Deep Rule, and filling out incident reports.

Classroom Management.

Your teams are expected to maintain order in their groups. Kids need structure. Do you know if your captains have a well-planned schedule of activities? How are you monitoring whether kids know the rules and consequences, or whether your leaders are following through? Equip them to manage their classrooms.

Environment.

Your teams should create and maintain clean, well-organized physical spaces. How are you ensuring your teams are making kids feel physically and emotionally safe?

Fun and Creativity.

Your teams are expected to have fun! Do you leaders know they can improve their content? How are you equipping your teachers to pay attention to kids and whether they're having fun?

Cross-Campus Unity.

You should be intentional about helping your teams create an experience that feels the same between all campuses. Refer to the separate Unified Playbook which articulates which components should be identical, similar, or different. Basically, communicate regularly with your campus counterpart.

That's it for now. But...

I know you're never going to remember all that, so this video and all these tips are always available right here for you to watch and rewatch anytime you need them. So if you ever feel overwhelmed or your leaders seem to be struggling, COME BACK and brush up on these basics.

Now that you have an idea of what you'll be learning as a Coordinator, I hope you'll keep growing in this role with the intention to at least pray about pursuing greater ministry as a Director or a pastor someday. Bridge Church is often helping people pursue ministry credentials so we can continue building God's kingdom. You may be the next children's pastor at another campus or the next missionary reaching kids in another country. Keep praying about it. But for now, thank you so much for serving as a coordinator in Bridge Kids.

Quiz Questions:

1. Your primary job as a coordinator is to do what?
 - a. Teach kids
 - b. Build teams and disciple leaders
 - c. Prepare materials
 - d. Do as much of the work myself so my leaders don't have to.

2. In which of the following responsibilities should you include your Team Captains and leaders?
 - a. Setting up and tearing down
 - b. Planning activities and events
 - c. Redecorating a room
 - d. All of the above because I don't do anything alone

3. How often should you meet with all your teams?
 - a. Once
 - b. Only at quarterly GPS Gatherings
 - c. At least once a month
 - d. Never

4. What phrase should you be repeating often to help your teams remain equipped?
 - a. ICNU
 - b. I just want to be clear
 - c. What's next for you?
 - d. Let's do this together

5. What phrase should you be repeating often to help your teams engaged in mentoring?
 - a. ICNU
 - b. I just want to be clear
 - c. What's next for you?
 - d. Let's do this together