



Kingdom Nursery & Student Ministry Role Description

Rev. Matthew L. Watley, Senior Pastor
Rev. Russell St. Bernard, Gather Lead
Rev. Vincent Van, Sr Youth Minister
(301) 679-1100

All teachers will attend monthly meetings (meetings will either be video conference meetings, conference calls, or face to face group meetings, all meetings will be led by the Kingdom Student's Lead or Youth Minister.)

Nursery Ministry Roles

● Nursery Ministry Lead

- Coordinates all activities of Kingdom Fellowship's Nursery Ministry under the leadership of the Youth Minister. Coordination includes but is not limited to identifying and obtaining approval of ministry curriculum; processing applications by potential servants, orienting new servants; and, coordinating servant schedule to ensure adequate coverage each Sunday morning. The coordinator serves on any given Sunday to cover absences/gaps and ensures that paperwork for each child is properly maintained and that there is contact information for each parent/guardian of any child who has attended Sunday nursery. The coordinator will also ensure that inventory is properly stocked, will address through appropriate chain of command issues that may arise, monitor servants to ensure effectiveness and consistency, and make recommendations that will enhance the ministry's overall mission.

● Nursery Sunday Service Lead Teacher

- The Sunday service Lead will assign duties to each servant assigned to that service; present the lesson to the children for the service or delegate the responsibility to another servant. The Lead also monitors activities to ensure that activities flow (i.e., opening prayer, arts & crafts, music and dance, station activities) and all children are attended to and playing safely. The Lead will make sure Incident Reports are completed, if necessary, and properly forwarded. The Lead will ensure new servants are re-oriented, as necessary, and bring any issues that arise during assigned Sunday to coordinator's attention.

● Nursery Ministry Youth Servant (minimum age 13 with parent/guardian consent)

- The youth servant carries out duties as assigned by the Sunday Lead. The youth will assist with activities (i.e., snack time, keeping children engaged during prayer, arts & crafts, reading to children, music and dance, station activities), and assuring that the children play safely. The youth may also assist adult servant when taking children for bathroom breaks). The servant will coordinate her/his personal schedule as necessary with his/her parent/guardian to ensure consistent attendance or provide notice to the Service Lead when she/he cannot attend as scheduled. The servant will make every attempt to provide the Lead timely notice of any changes in her/his schedule that impacts her/his ability to serve in the nursery ministry.



- **Nursery Ministry Check In Servant**

- The Check In Servant will be responsible of assisting families with checking in through Kingdom Fellowship's Fellowship One system. The Check In Servant will also help distribute printed labels, that will help families keep track of their child through their child's personal tag number.

Kingdom Kids Ministry Roles

- **Kingdom Kids Ministry Classroom Lead**

- This teacher will be in charge of leading the Sunday morning children Sunday school classes, which includes, preparing/reviewing the lessons as given by the Kingdom Kids Minister or Youth Minister. They will also research extra scriptures and other media tools such as videos or songs in order to assist with bringing the lesson to life for the students. The teacher will also be in the room or provided space at least 10 minutes before students arrive in order to prepare the space for the day (moving chairs, setting up props, etc.)

- **Sunday morning (Kid's Church) Lead Teacher (K-2)**

- This teacher will be in charge of preparing/reviewing the lessons as given by the Children or Youth Minister during the Kids' Church worship service. They will also research extra scriptures and other media tools such as videos or songs in order to assist with bringing the sermon to life for the students. The teacher will also be in the room or provided space at least 10 minutes before students arrive in order to prepare the space for the day (moving chairs, setting up props, etc.)

- **Sunday morning (Kid's Church) Assistant Teacher (K-2)**

- This teacher assistant will help the lead teacher of the Sunday morning breakout to the session effectively and efficiently. The assistant will make sure that each student has the materials needed for that day's lesson. The teacher's assistant will also help with the transitions of the session and be available to teach the session if the lead teacher is absent. They will also arrive at least 10 minutes before students arrive in order to prepare the space for the day (moving chairs, setting up props, etc.). **(You will also assist the lead teacher with bathroom breaks for the children.)**

- **Sunday morning (Kid's Church) Lead Teacher (3-5)**

- This teacher will be in charge of preparing/reviewing the lessons as given by the Children or Youth Minister during the Kids' Church worship service. They will also research extra scriptures and other media tools such as videos or songs in order to assist with bringing the sermon to life for the students. The teacher will also be in the room or provided space at least 10 minutes before students arrive in order to prepare the space for the day (moving chairs, setting up props, etc.)

- **Sunday morning (Kid's Church) Assistant Teacher (3-5)**

- The teacher's assistant will help the lead teacher run the session effectively and efficiently. The assistant will make sure that each student has the materials needed for that day's lesson. The teacher's assistant will also help with the transitions of the session and be available to teach the session if the lead teacher is absent. The assistant teacher will also arrive at least 10 minutes before students arrive in order to prepare the space for the day (moving chairs, setting up props, etc.). **(You will also assist the lead teacher with bathroom breaks for the children.)**



- **Kingdom Kids Playground Guard Servant**
 - The Kingdom Kids Playground Guard will be responsible of making sure all students have completed the Kingdom Playground Consent Forms. They will also keep track of play time, and monitor students as they play in the area. The Kingdom Playground servant will also assist in notifying the Kingdom Kids Ministry Lead, Youth Minister, and First Aid Ministry in case of injury.

- **Music Ministry (Kid's Church)**
 - The music ministry leader will work with the Minister to Music as they craft a children's music ministry to minister to the children (K thru 5th Grade) of the church. The children's music ministry will minister for the Sunday morning "Kid's Church" services as well as during other services in the main church sanctuary as instructed by the Minister to Music.

- **Dance Team Parent Assistant**
 - This leader will meet with the students who are a part of this ministry at least once a week, at the church at a time that works for the majority of the students involved in the ministry as well as the leader. The leader will work with the Minister to Music & the Youth Minister as it relates to monthly themes that will help the dance team prepare for their ministry. This leader will also work with the Youth Minister to ensure that the students who serve in this ministry have a time of spiritual development.

- **Puppet Ministry (Kid's Church)**
 - The puppet ministry leader will work with the Minister to Music as they craft a relevant puppetry ministry that ministers to the children of the Church. This ministry will minister during the Children's "Kid's Church" services and other services as instructed by the Minister to Music.

- **Fellowship Coordinator (Lower and Upper Elementary)**
 - The Fellowship Coordinator will plan ministry events for the students and leaders. These events will take place bi-monthly and will involve parent participation.

- **Missions & Outreach (Elementary)**
 - The missions and outreach leaders will work with the Children's Minister in order to plan and implement at least quarterly missions and outreach opportunities for the Children's Ministry. Some of these opportunities will be done in conjunction with youth and adult ministries.

- **Kingdom Kids Check In Servant**
 - The Check In Servant will be responsible of assisting families with checking in through Kingdom Fellowship's Fellowship One system. The Check In Servant will also help distribute printed labels, that will help families keep track of their child through their child's personal tag number.

- **Kingdom Kids Small Group Lead Teacher**
 - The Kingdom Kids Small Group Lead Teacher will coordinate with the Kingdom Kids Ministry Lead. This teacher will prepare each week's agreed upon lesson for the students, from the predetermined book or resource tool provided by the Kingdom Student Ministry. The teacher will also gather additional teaching material such as videos, song clips, artwork, etc. (with assistance from the Youth Minister) in order to make the lessons more effective for the students



in the group.

- **Kingdom Kids Small Group Assistant Teacher**

- This teacher assistant will help the lead teacher of the small group by running the session effectively and efficiently. The assistant will make sure that the student sign-in sheet is ready (they might need to be in communication with the Church office for materials) for all students to sign. The assistant will also make sure that each student has the materials needed for their specific meeting time (small group handbook). The teacher's assistant will also help with the transitions of the group and be available to teach the group if the lead teacher is absent.

Kingdom Teens Ministry Roles

- **Life Group (Small Group) Lead Teacher**

- This teacher will prepare each week's agreed upon lesson for the students, from the predetermined book or resource tool provided by the Youth Minister. The teacher will also gather additional teaching material such as videos, song clips, artwork, etc. (with assistance from the Youth Minister) in order to make the lessons more effective for the students in the group. The teacher should arrive at the group location at least 15 minutes early in order to prepare the space, as each Group will be held in a public location away from the Church Campus.

- **Life Impact Group (Small Group) Assistant Teacher**

- This teacher assistant will help the lead teacher of the Impact Group by running the session effectively and efficiently. The assistant will make sure that the student sign-in sheet is ready (they might need to be in communication with the Church office for materials) for all students to sign. The assistant will also make sure that each student has the materials needed for their specific meeting time (small group handbook). The teacher's assistant will also help with the transitions of the group and be available to teach the group if the lead teacher is absent. The assistant teacher should arrive at the group location at least 15 minutes early in order to prepare the space, as each group will be held in a public location away from the Church Campus.

- **Music Ministry (Middle and High)**

- The music ministry leader will work with the Minister to Music as they craft a youth music ministry to minister to students (Middle and High School Students) of the church. The youth music ministry will minister for the weeknight "Student Service" (Day TBA) as well as during other services in the main church sanctuary as instructed by the Minister to Music. (This servant will also assist with other youth choirs, such as the youth "Go-Go" Band)

- **Step Team Leader**

- This leader will meet with the students who are a part of this ministry at least once a week, at the church at a time that works for the majority of the students involved in the ministry as well as the leader. The leader will work with the Minister to Music & the Youth Minister as it relates to monthly themes that will help the steppers prepare for their ministry. This leader will also work with the Youth Minister to ensure that the students who serve in this ministry have a time of spiritual development.



- **Drama Team Leader**

- This leader will meet with the students who are a part of this ministry at least once a week, at the church at a time that works for the majority of the students involved in the ministry as well as the leader. The leader will work with the Minister to Music & the Youth Minister as it relates to monthly themes that will help the drama team prepare for their ministry. This leader will also work with the Youth Minister to ensure that the students who serve in this ministry have a time of spiritual development.

- **Dance Team Leader**

- This leader will meet with the students who are a part of this ministry at least once a week, at the church at a time that works for the majority of the students involved in the ministry as well as the leader. The leader will work with the Minister to Music & the Youth Minister as it relates to monthly themes that will help the dance team prepare for their ministry. This leader will also work with the Youth Minister to ensure that the students who serve in this ministry have a time of spiritual development.

- **Mime Team Leader**

- This leader will meet with the students who are a part of this ministry at least once a week, at the church at a time that works for the majority of the students involved in the ministry as well as the leader. The leader will work with the Minister to Music & the Youth Minister as it relates to monthly themes that will help the mime team prepare for their ministry. This leader will also work with the Youth Minister to ensure that the students who serve in this ministry have a time of spiritual development.

- **Rap Team Leader**

- This leader will meet with the students who are a part of this ministry at least once a week, at the church at a time that works for the majority of the students involved in the ministry as well as the leader. The leader will work with the Minister to Music & the Youth Minister as it relates to monthly themes that will help the rap team prepare for their ministry. This leader will also work with the Youth Minister to ensure that the students who serve in this ministry have a time of spiritual development.

- **Spoken Word Team Leader**

- This leader will meet with the students who are a part of this ministry at least once a week, at the church at a time that works for the majority of the students involved in the ministry as well as the leader. The leader will work with the Minister to Music & the Youth Minister as it relates to monthly themes that will help the spoken word team prepare for their ministry. This leader will also work with the Youth Minister to ensure that the students who serve in this ministry have a time of spiritual development.

- **Game Room Leader**

- The game room leader will serve in the youth game room during the times that the building is open for game room use. Friday's from 6pm to 9:30pm and after the student service TBA. The leader will be at the youth building at least 20 minutes before the students arrive to play the games in order to make sure that the space is ready for them. All of the video games, board games, and



other games will be under their supervision. The leader will recruit student leaders to assist them during the game time as well as to assist in putting away the games and game systems at closing. The game room leader will be in charge of setting up a video game tournament every 3 months that is open to members of the community and also decides on a prize for the winner of the tournament. The game room leader will be led by the Youth Minister or another approved Youth Ministry Leader.

- **Game Room Assistant**

- The game room assistant will share the duties and tasks of the game room leader in order to provide assistance in running the game room more effectively. The game room assistant will be led by the Youth Minister or another approved Youth Minister Leader.

- **Middle School Tutor**

- The middle school tutor will be in the homework lab/student center on the designated days in order to provide tutoring for students in pre-planned areas. The tutor will work closely with the Youth Minister and the parents of the students in order to ensure growth in desired school courses. Wherever possible we will attempt to work in conjunction with the student's teacher as well to ensure success.

- **High School Tutor**

- The high school tutor will be in the homework lab/student center on the designated days in order to provide tutoring for students in pre-planned areas. The tutor will work closely with the Youth Minister and the parents of the students in order to ensure growth in desired school courses. Wherever possible we will attempt to work in conjunction with the student's teacher as well to ensure success.

- **Youth Mens Ministry Leader**

- The Youth Mens Ministry leader will work with the Youth Minister as well as the Men's Ministry Minister in order to develop and implement a program that will mentor young men in middle and high school. The Youth Mens Ministry ministry will be comprised of teaching hours on manhood as well as outdoor activities designed to assist young men in the growth process.

- **Youth Men Ministry Assistant**

- The Youth Mens Ministry assistant will work with the youth mens ministry leader in order to provide an effective and efficient youth mens ministry for the young men of the Church.

- **Young Girls Mentoring Leader**

- The young girls mentoring leader will work with the Youth Minister as well as the Women's Ministry Minister in order to develop and implement a program that will mentor young women in middle and high school. The young girls mentoring ministry will be comprised of teaching hours on issues that affect young women as well as outdoor activities designed to assist young women in the growth process.

- **Young Girls Mentoring Assistant**

- The young girls mentoring assistant will work with the young girls mentoring ministry leader in order to provide an effective and efficient mentoring ministry for the young girls of the Church.



- **Fellowship Coordinator (Middle School)**
 - The Fellowship Coordinator will plan ministry events for the students and leaders within the middle school ministry. These events can be, but are not limited to, bowling, skating, movie trips, and other outside events. These events will happen once a quarter and will be limited to middle school students unless otherwise instructed by the Youth Ministry.
- **Fellowship Coordinator (High School)**
 - The Fellowship Coordinator will plan ministry events for the students and leaders within the high school ministry. These events can be, but are not limited to, bowling, skating, movie trips, and other outside events. These events will happen once a quarter and will be limited to high school students unless otherwise instructed by the Youth Ministry.
- **Transportation Coordinator (Middle and High Service)**
 - The transportation coordinator will assist the Youth Minister in managing the drivers of vans who pick up and drop off students for ministry events. The coordinator will prepare the list of students who need to be picked up for a given event and will also be in contact with the drivers if any changes need to be made. The lists of students, who are attending an event and need to be picked up, will be completed and given to the drivers no later than 4 hours before the scheduled event.
- **Transportation Coordinator (Small Groups)**
 - The transportation coordinator will assist the Youth Minister in managing the drivers of vans who pick up and drop off students for ministry events. The coordinator will prepare the list of students who need to be picked up for a given event and will also be in contact with the drivers if any changes need to be made. The lists of students, who are attending an event and need to be picked up, will be completed and given to the drivers no later than 4 hours before the scheduled event.
- **Van Drivers (Small Groups/Youth Service)**
 - The van drivers will provide transportation for students to and from ministry events as instructed by the Transportation Coordinator. These students will be picked up and dropped off to central areas that will be previously agreed upon by the Youth Minister as well as the student's parents. No driver will drop off or pick up a student from the student's house nor will they go into any student's home.
- **Missions & Outreach (Middle and High)**
 - The missions and outreach leader will work with the Youth Minister in order to plan and implement quarterly missions and outreach opportunities for the Youth Ministry. Some of these opportunities will be done in conjunction with children's ministry & adult ministry.
- **Creative Team Member**
 - This servant will assist the Youth Minister in the forming and creating of themes, titles, and promotional materials for youth ministry events. (Marketing and promotional skills are needed, this servant will meet with the Youth Minister at least once a month.)



- **Sports Outreach Team**

- Sport Team Leader (Football, Basketball, Golf, Tennis)

- This Sports Team Outreach servant will lead the sports teams of the church with practices and games against other churches and community groups with a focus on the physical but also the spiritual development of each student under the direction of the Youth Minister. The team will also support Kingdom Students as they engage in sport activities in school or professionally.

All persons interested in a ministry role with Kingdom Fellowship AME Church must complete a background check application.

Please visit <https://kingdom.global/get-involved/> All information is confidential.

Thank you for your interest in serving in ministry at Kingdom Fellowship AME Church

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