

**Journey**  
BIBLE FELLOWSHIP

Journey Kids Shepherd  
Playbook

Assistant Director

## **Journey Kids Mission Statement**

We exist to introduce children to Jesus and to guide them to learn, believe, accept and share God's Word.

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# Why Volunteer?

***Then I heard the voice of the Lord, saying, “Whom shall I send, and who will go for us?” Then I said, “Here am I. Send me!”***

**Isaiah 6:8**

- “I get to know lots of people!”
- “It brings me joy.”
- “I love watching the kids grow over the years!”
- “I love seeing the kids’ excitement!”
- “I like my kids to see me involved in my church and serving others.”

The greatest benefit in volunteering is knowing you helped children build a relationship with Jesus Christ.

***“For even the son of man came not to be served but to serve others and to give His life as a ransom for many.”***

**Matthew 20:28**

# Journey Kids Volunteer Staffing Vision

Children benefit from building relationships with trusted adults who invest in them on a consistent basis. It is in our children's best interest to staff volunteers who commit to serve every Sunday for one service and worship with the body for one service. The Assistant Director will serve every Sunday from 9:00am until 11:15am.

*“Work willingly at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ.”* **Colossians 3:23-24**

# Journey Kids

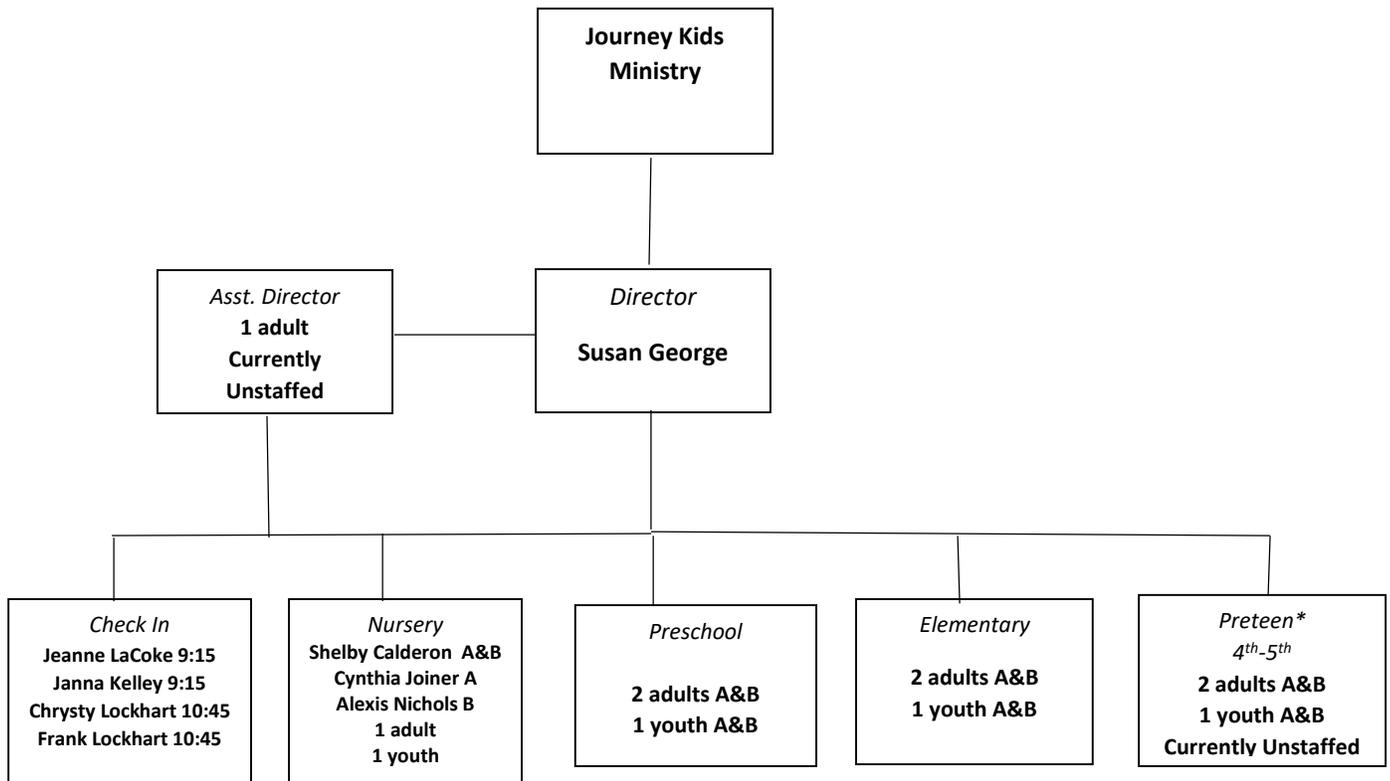
## Assistant Director Goals

- To assist the Director in setting up the classrooms and making sure all areas are staffed.
- To make families familiar with the area(s) to which their child(ren) will go.
- To help each family feel comfortable, safe and welcome in our ministry area.
- To take attendance for each classroom at 9:45am and 11:15am.
- To be able to set up the technology, toys and furniture in each classroom and serve in the Director's absence.
- Serve the shepherds in the classroom by checking to see if they need anything.

# Commitment to Shepherds

1. To seek out individuals who are committed to serving by ministering to children and their families.
2. To provide volunteers with adequate training to fulfill and excel in their roles to the maximum potential.
3. To provide adequate materials and curriculum.
4. To support each teacher/volunteer in prayer and by providing adequate supervision and assistance.
5. To provide each teacher/volunteer with a clear understanding of our mission statement and job description to enable their success in their volunteer position.
6. To be available and provide support to you and your family.

# Journey Kids Organization Chart



# Journey Kids Assistant Director

## Shepherd Expectations

Location of Ministry: JBF Journey Kids Areas

Time of Ministry: 9:15am-9:45am; 10:45am-11:15pm

Ministry Responsibilities:

1. Arrive by 9:00 to assist with classroom and check in desk set up.
  - a. Classroom set up involves making sure toys are out in the nursery and PreK rooms; chairs, tables and xbox are out and hooked up in Elementary room; technology is on and in working order in PreK and Elementary.
2. Greet shepherds as they arrive.
3. Assist at the check-in station by helping new families get their children to the right areas.
4. Be familiar with the DYMO and be able to load labels into it.

# FAQs

1. **What if a classroom shepherd is late?**

You would staff the classroom as needed until the shepherd who's scheduled to work arrives.

2. **What if there aren't enough copies for one of the lessons, and a shepherd asks me to get more?**

Take a copy of the item that needs resupplying. There is a copy machine in the portable building behind the church. You may make copies on it by pressing in the code 2000.