



CQ 2020 TEAM ROLES

TEAM LEADER RESPONSIBILITIES

- WORK WITH CONCORD KIDS (CK) STAFF TO MAKE SURE ALL ADULT VOLUNTEERS (18 YEARS OR OLDER), INCLUDING ADULTS LIVING AT THE HOST HOME, HAVE A CURRENT BACKGROUND CHECK ON FILE OR SUBMIT ONE MONTH PRIOR TO DATES OF CQ
- WORK WITH CK STAFF TO RECRUIT A TEAM OF VOLUNTEERS TO JOIN YOU IN LEADING AT YOUR SITE AND DESIGNATE ROLES AND RESPONSIBILITIES
- AS ADDITIONAL LEADERS REGISTER ONLINE, OUR CK STAFF TEAM AND COORDINATORS WILL ASSIGN ADDITIONAL VOLUNTEERS TO YOUR SITE AS NEEDED
- LEAD WELCOME AND CLOSING ACTIVITIES EACH NIGHT. POSSIBLY ALSO LEAD APPLICATION ACTIVITY
- PRAY BEFORE, DURING AND AFTER EVENT FOR CHILDREN AND THEIR FAMILIES SCHEDULE TEAM PLANNING MEETINGS
- OVERSEE DAILY SCHEDULE
- PICK UP SUPPLY TUB FROM CHURCH AND CK STAFF
- COMMUNICATE ANY QUESTIONS OR CONCERNS WITH CK STAFF - JASON, DENISE, TIFFANY, MARIANNE, ASHLEY
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
- ASSIST TEAM WITH DISTRIBUTION OF NEIGHBORHOOD INVITES/FLYERS

RECREATION LEADER RESPONSIBILITIES

- ESTABLISH A SAFE, HAZARD FREE AREA FOR RECREATION (COORDINATE THIS WITH HOST HOME)
- LOOK FOR HAZARDS IN THE RECREATION AREA LIKE ANT HILLS, BEEHIVES, TREE ROOTS AND OTHER POTENTIAL DANGERS
- KNOW THE BIBLE STORY AND MAIN POINT FOR EACH DAY AND INCORPORATE THIS INTO YOUR GAME TIME
- GATHER ALL MATERIALS THAT ARE NEEDED FOR GAMES OUTLINED IN CURRICULUM
- PLAN AND COORDINATE EARLY ARRIVAL GAMES/ACTIVITIES UNTIL TIME TO BEGIN
- BE PREPARED WITH SOME SPONTANEOUS ACTIVITIES SHOULD YOU NEED TO FILL TIME OR RE-FOCUS THE GROUP FOR THE NEXT ACTIVITY
- COORDINATE GAMES THAT ARE LISTED IN THE CURRICULUM
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
- PRAY BEFORE, DURING AND AFTER EVENT FOR CHILDREN AND THEIR FAMILIES
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BIBLE STORYTELLER RESPONSIBILITIES

- COORDINATE SPACE WITH YOUR HOST
- PRAY FOR THE KIDS, FOR THE LEADERS AND THAT GOD WILL SPEAK TO YOU THROUGH HIS WORD
- READ, PLAN AND TELL THE BIBLE STORY EACH DAY TO CHILDREN BE FAMILIAR ENOUGH WITH THE BIBLE STORY, BIBLE VERSE FOR EACH SESSION SO THAT YOU DON'T HAVE TO REFER TO YOUR NOTES OR READ EVERYTHING TO THE CHILDREN. THIS WILL INCLUDE MULTIPLE AGES
- ORGANIZE AND PREPARE FOR EACH SESSION AND GATHER ANY SUPPLIES THAT MIGHT BE NEEDED FOR YOUR LESSON
- BE PREPARED TO TALK WITH CHILDREN WHO ARE READY TO ACCEPT CHRIST OR HAVE QUESTIONS ABOUT SALVATION
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
- PRAY BEFORE, DURING AND AFTER EVENT FOR CHILDREN AND THEIR FAMILIES
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CQ 2020 TEAM ROLES CONTINUED

WORSHIP LEADER RESPONSIBILITIES

- LEARN MOTIONS AND WORDS TO WORSHIP SONGS PRIOR TO CQ
- LEAD CHILDREN/ADULTS IN WORSHIP SONGS
- PRAY AT END OF WORSHIP
- POSSIBLY LEAD APPLICATION ACTIVITY (COORDINATE THIS WITH TEAM LEADER)
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
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ADMINISTRATIVE LEADER RESPONSIBILITIES

- MAKE SURE THAT ALL PARTICIPANTS ARE REGISTERED
- MAINTAIN DAILY ATTENDANCE RECORDS AND REPORT THOSE TO STAFF COORDINATORS
- IDENTIFY PROSPECTS TO OUR CHURCH AND PLACE NAMES ON FOLLOW-UP LIST
- MAKE SURE THAT CHILDREN CHECK IN AND HAVE A SECURITY BRACELET AND PARENT HAS PICK UP TAB
- IF A PARENT IS STAYING WITH A CHILD, MAKE SURE THAT THEY ARE IDENTIFIED WITH BRACELET, NAME TAG, ETC.
- MANAGE SNACK DISTRIBUTION
- KNOW ALL ATTENDEES ALLERGIES
- HELP WITH CLEAN UP AND PREPARATION FOR ALL ACTIVITIES
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
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ADULT NEIGHBORHOOD GREETER RESPONSIBILITIES

- PREFERABLY FROM THE NEIGHBORHOOD
- COMFORTABLE WITH APPROACHING PEOPLE AND INTRODUCING SELF
- MAIN ROLE IS TO CONNECT WITH NEIGHBORHOOD ADULTS AND ENGAGE THEM IN CONVERSATION
- ALSO CONNECT ADULTS WITH OTHER FBC FAMILIES FROM THE NEIGHBORHOOD
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
- PRAY BEFORE, DURING AND AFTER EVENT FOR CHILDREN AND THEIR FAMILIES
- ASSIST TEAM WITH DISTRIBUTION OF NEIGHBORHOOD INVITES/FLYERS

SUPPORT VOLUNTEER RESPONSIBILITIES

- MAIN FOCUS IS ENGAGING WITH THE KIDS DURING EACH ACTIVITY
- ASSIST LEADERS AS REQUESTED DURING CQ
- HELP WITH CLEAN UP AND PREPARATION FOR ALL ACTIVITIES
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
- PRAY BEFORE, DURING AND AFTER EVENT FOR CHILDREN AND THEIR FAMILIES
- ASSIST TEAM WITH DISTRIBUTION OF NEIGHBORHOOD INVITES/FLYERS