



The BEST HOUR in Every
Family's Week!

Children's Key Leader Ministry Positions

Allen Creek Community Church
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KKM Task Assistant(s)

Co-op Mission: Partner with parents to raise up the next generation of heroes in the faith.

Weekend Vision: To be the BEST HOUR in every family's week!

The Administration Assistant is new or growing believer who has the gifts of administration and helps. Their primary responsibility is to help manage selected ministry tasks and to understand Kreek Kids Mission, Vision and Values. (Approx. Time: 1-2 hours per week)

Organization tasks vary weekly, but may include:

- regular cleaning and organization of resource classrooms and nursery
- putting away lesson materials and craft items needed for classroom support
- helping gather and prepare small group supplies or craft stations
- assist in preparation of curriculum when needed
- placement of any signage that needs to be put up before KK activities
- insuring stock of snacks and juices for Sunday morning classes

Administration tasks vary weekly, but may include:

- Updating children's database files (confidential)
- Attendance records, sending Birthday cards, special notes
- First impressions walk through with check lists
- Mailings, Telephone calls, Typing
- Check-In, Resource and Operations support when needed

To attend quarterly KKM Key Leader meetings and report on issues relating to administration needs. Meetings include prayer, simple discipleship, encouragement, on-going leadership training and teamwork building. (Encouraged but not required)

KKM Team (MOM) Cheerleader

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The KK Team Mom must be a sincere believer to whom God has given the spiritual gift of leadership and encouragement. Their primary responsibility is to help implement programs or activities that help strengthen a partnership between parents, children and our volunteer team.

Tasks: To set a positive example for others by living an authentic witness of Christ.

To cast vision for Kreek Kids Ministry's Mission, Vision and Values.

To direct or oversee the community-building and family life experience for Kreek Kids families and friends. Any of these projects can be designated to parent or KK volunteer.

Helps support event team and may be the contact person for family and volunteer events including; Parenting, Christmas, Easter, family and volunteer events. Promotes one annual service project that AC3 families can serve in.

To find ways to connect, promote and communicate with Kreek Kids families important updates including the promotion of the monthly Big Idea and Power Verse. This can be done by posting info on the KK Bulletin Board and/or the KK Co-op Facebook page.

To help enlist, engage and encourage potential new teachers, helpers and volunteer staff to join the Kreek Kids Ministry Team.

To implement creative and fun ways to connect with volunteers and families for the purpose of building teamwork, encouragement, spiritual and personal growth.

To be present and available to help troubleshoot, encourage, and cheerlead during the ministry event hour, as needed.

To help facilitate and attend Kreek Kids fall and spring training and to participate in family outreach and volunteer appreciation events.

To attend quarterly KKM Key Leader meetings and report on issues relating to your department. Meetings include prayer, simple discipleship, encouragement, on-going leadership training and teamwork building.

To meet as needed with the outreach, event teams and volunteers for personal encouragement and to help develop new and ongoing team building, event and planning ideas.

KKM Age Level & Department Directors **Nursery, 2-3, 4-5, Kindergarten & 1st-5th Grades**

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An Age Level Director must be a believer who has been given the spiritual gift of leadership. Their primary responsibility is to oversee and direct the planning and administration of the total operations of the department.

Tasks: To set a positive example for others by living as an authentic witness of Christ.

To cast vision for Kreek Kids Ministry's Mission, Vision and Values.

To help create an inviting, safe and child-focused environment where childcare providers can provide great care, teachers can teach and children can have fun as they learn about God.

To serve as the lead trainer, teacher, encourager, team builder and contact person for the department, directing the overall teaching-learning experience.

To be present and available to help troubleshoot, encourage, and cheerlead during the ministry hour, as needed.

To help enlist, engage and encourage potential new teachers, helpers and volunteer staff to join the Kreek Kids Ministry Team

To help coordinate and maintain, with the KK Director's support, a department staffing schedule which provides good leader/child ratios during all AC3 events in which we offer child care.

To connect regularly with department staff for the purpose of updating policies and procedures, training, apprenticing, building teamwork and personal encouragement.

To help select and coordinate the distribution of curriculum, in-class activities and basic forms to department teaching teams and their staff, on a quarterly basis.

To attend quarterly KKM Key Leader meetings and report on issues relating to your department. Meetings include prayer, simple discipleship, encouragement, on-going leadership training and teamwork building.

To help facilitate and attend Kreek Kids fall and spring training and to participate in family

KKM Child Safety & Check-In Director

Co-op Mission: Partner with parents to raise up the next generation of heroes in the faith.

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The Safety & Check-In Director must be a believer who has been given the spiritual gifts of leadership, administration and helps. Their primary responsibility is to help implement safety and check-in procedures in our KK program, 0-5th grades.

Tasks: To set a positive example for others by living as an authentic witness of Christ.

To cast vision for Kreek Kids Ministry's Mission, Vision and Values.

To help create a positive first impression and a 'safe' place for families and volunteers.

To serve as the lead trainer, teacher, encourager, team builder and contact person for the department, directing the overall check-in and safety experience.

To be present and available to help troubleshoot, encourage, and cheerlead during the ministry hour, as needed.

To help coordinate and maintain, with KK Directors support, a staffing schedule which provides at least two volunteers (one being an adult) at the Check-In Center during all AC3 events in which we offer child care.

To welcome families and help check children into their classrooms safely using an online database and computer system.

To maintain and restock supplies needed for Check-In and child safety.

- Name Tags, Pens and Supplies, Registration Cards, Labels
- General First Aid and Safety Items

To welcome families and help sign children into their classrooms safely using an online database and computer system.

To help facilitate and attend Kreek Kids fall and spring training and to participate in family outreach and volunteer appreciation events.

To attend quarterly KKM Key Leader meetings and report on issues relating to your department. Meetings include prayer, simple discipleship, encouragement, on-going leadership training and teamwork building.

To share safety issues or Check-In concerns with the KK Director. Help implement policies that will help correct these issues.

KKM Outreach Director

Co-op Mission: Partner with parents to raise up the next generation of heroes in the faith.

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The KK Outreach Director must be a sincere believer to whom God has given the spiritual gift of leadership and encouragement. Their primary responsibility is to help implement outreach programs or activities that help strengthen a partnership between parents, children and our ministry team.

Tasks: To cast vision for Kreek Kids Ministry's Mission, Vision and Values.

To serve as the lead event planner and contact person for up to four annual family outreach events. Christmas, Easter, Fall and Summer events.

To meet with a team of special event volunteers on an as needed basis for personal encouragement and to help plan and implement new and ongoing outreach events.

To set a positive example for others by living an authentic witness of Christ.

To pray regularly for the KK ministry team.

To attend quarterly KKM Director meetings and report on issues relating to outreach development.

KKM Resource and Supplies Coordinator

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The Resource and Supplies Coordinator is someone who has the gifts of helps and administration. Their primary responsibility is to help select and oversee the preparation of quarterly curriculum, small group supplies and activity stations. Helps maintain classroom snacks, craft activities and lesson supplies.

(Average Approx. Time: 1-2 hour per week)

Tasks: To cast vision for Kreek Kids Ministry's Mission, Vision and Values.

To serve as the lead trainer and contact person for the resource team.

To oversee varying operations that may include:

- regular cleaning and organization of resource classrooms and nursery
- putting away lesson materials and craft items needed for classroom support
- helping gather and prepare small group supplies or craft stations
- assist in preparation of curriculum when needed
- placement of any signage that needs to be put up before KK activities
- insuring stock of snacks and juices for Sunday morning classes

To connect regularly with resource team for the purpose of updating, training, apprenticing, building teamwork and personal encouragement.

To attend Kreek Kids training and team building activities. Encourage department participation. (Activities usually held 3-4 times a year)

KKM Music Coordinator

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The Music Coordinator should be a growing believer who has been given the spiritual gifts of creative communications, administration and/or leadership. Their primary responsibility is to organize one monthly worship session in the preK and elementary depts..– (Approx. 15 mins.)

Tasks: To set a positive example for others by living as an authentic witness of Christ.

To cast vision for Kreek Kids Ministry's Mission, Vision and Values.

To help select child-targeted music that will compliment a child's learning experience.

To serve as the lead trainer, instructor and contact person for KZ worship band.

To help build a pool of musicians which consist of adults and students.

To coordinate with the PreK and KZ Director the distribution of music sheets, CD's, powerpoint or overheads needed for the monthly worship session.

To help set up and take down the mics, lights and instruments needed for worship.

To meet regularly for prayer, discipleship, on-going KKM training and community building. Encourage department participation. Example: Breakfast Club, T.E.E. Time, Spring Training, etc. (Usually held quarterly)

To connect regularly with KZ musicians for the purpose of sharing creative ideas, drama practices, apprenticing, building teamwork and personal encouragement.