

## **ARROW Children's Hour Assistant/ Small Group Leader**

**Task:** Assist in conducting age appropriate Bible teaching, clearly communicating the truths of God's word. Assist in caring for the spiritual needs of all children in the group. Recognize the high value of ministry to children and attend to duties with great care and diligence.

**Term:** One year, beginning in September

**Supervisor:** ARROW Children's Hour Coordinator

### **Qualifications and Spiritual Gifts:**

- A believer in Jesus Christ, at least 1 year old in the Lord.
- Regular, active attendee of JBC for at least six months
- Wisdom: Ability to use knowledge in a practical way.
- Shepherding: Ability to lead others in serving the Lord.

### **Individual Responsibilities**

- Continued growth in the spiritual disciplines of personal prayer and study of God's Word
- Life should be a Christian witness in the home, workplace or school.
- Life should be above reproach and an example to the young people served (James 3:1)
- Regular involvement in corporate worship with JBC

### **Team Responsibilities**

- Communicate your needs to the teacher
- Participate in training workshops during the year
- Inform the teacher and coordinator if you will be absent from any scheduled meeting

### **Sunday Morning Responsibilities**

- Arrive in your classroom at least 10 minutes before the starting time
- Encourage each child in your group to participate in the learning activities and large-group times
- Model the love of Christ by getting to know children and sharing their concerns and needs
- Gently and positively administer discipline under the guidelines of your teacher and JBC
- Help teacher in the presentation of the lesson
- Take attendance
- Assist with room set-up
- Where appropriate, help with water, snacks
- If you are going to be absent, you must find a substitute
- Inform Coordinator of substitution arrangements

### **Shepherding the Children in your group**

- Be aware of the spiritual needs of the children and endeavor to reach those that are lost
- Follow up on visitors and absentees with mailings, phone calls and/or personal visits
- Care for each member of your group with prayer, telephone calls, birthday cards, etc.
- Inform the Director of Children's Ministries of any children who make professions of faith