

Adopt-A-School GNC Personnel Job Description Overview



Prayer Coordinator - Prayer is the foundation that we seek to build this ministry upon. The prayer coordinator is the person responsible for developing a strong prayer ministry by way of prayer groups, email chains, etc. Once GNC® begins, the prayer coordinator gathers the children's prayer requests each week and passes them on to the prayer partners and local CEF® office.

Team Leader - Responsible for coordinating GNC meetings and special activities; makes sure needed supplies are on hand; recruits personnel and substitute workers as needed; arranges and leads team meetings; and general oversight of the club and team.

Administrative Assistant - handles most of the club paperwork, including attendance and the monthly report to Directors; responsible for coordinating permission slips and name tag distribution; should have knowledge of Word and access to computer/printer; works with Team Leader and Directors to establish arrival and dismissal procedures.

Game Leader - responsible for choosing and preparing group game to be played at beginning of GNC to help transition students from 'school' to GNC... and to help burn some energy!

Refreshment Coordinator is responsible for arranging snacks/drinks for the children each week, whether purchased or donated by others. This can be done by someone who cannot attend GNC, as long as the snacks are at club on time. This is a very important job as the children come to club hungry!

Bible Teachers are responsible for teaching the Bible lesson, memory verse, leading worship in song, telling the missionary story, and/or heading up the review game during club time. One to five workers needed. This person could also serve in another role, such as prayer coordinator, counselor or grade helper.

Grade helpers are in charge of a particular grade(s) during club. This involves greeting their students upon arrival, supervising snack time, listening to memory verses, and interacting with them in order to develop a *relationship* with the students. Grade helpers also sit amongst their students during club to help maintain order.

Counselors: One of the main things that separates a GNC® from secular clubs is the fact that we present the Gospel to the children at *every* club. All workers are well trained to know how to counsel children who respond during club. Everyone is encouraged to participate, no matter what other "job" they may hold, because children may ask questions about Jesus other than during counseling time.

Other: Do you have a special talent or gifting, such as do puppets, clowning, object lessons or drama that you might share on occasion? Or, can you be a floater and fill in wherever is needed or just help us to love on these children? Can you help only on occasion? We need you, too!! Can you be a prayer partner? Make sure we have your email address, and we will send you the individual requests. We need from teens to grandparents...and everyone in between!! Please pray to see how the Lord would include you in this work.

...it is not my heavenly Father's will that *even one* of these little ones should perish.

Matthew 18:14 (NLT)