

RIVERVIEW CHURCH MINISTRY ACTION PLAN

Curriculum Staff

Primary Area of Focus - RivKids curriculum

Updated - 4/22/2022

Employee Name -

Rules of Engagement

- Reports to Curriculum Lead
- Ability to assist researching and teaching messages for all age levels.
- Makes decisions based on the best interest of the Gospel and Riverview Church

| ROLES. | RESULTS. What does success look like? | RESPONSIBILITIES. What actions produce results? |
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| 1. Curriculum Team | <ul style="list-style-type: none">• Assists in research for each series that is theologically and exegetically accurate.• Records messages for when large group teachers are absent.• Takes part in Curriculum Team projects (writing, videos, events).• Assists the Curriculum Lead with producing the overall weekend teaching and learning experience.• Creates activities for all age groups each week that expound on the message. | <ul style="list-style-type: none">• Meets weekly with the Curriculum Team for progress and collaboration.• Works closely with Curriculum Lead and Curriculum Writer to research for the series.• Pursues the Pastors when guidance is needed concerning theological and exegetical issues.• Gathers materials and preps them for each week.• Assists in designing, setting up, and taking down sets. |
| 2. General RivKids Staff | <ul style="list-style-type: none">• Serves as Service Lead/covers weekend services regularly• Attends and engages in monthly RivKids staff meetings | <ul style="list-style-type: none">• Steps in to support weekend RivKids when needed• Participates in meetings• Utilizes basic functions of Ministry Platform• Follows RivKids policies and procedures |
| 3. RivKids Service Lead | <ul style="list-style-type: none">• RivKids is executed with excellence as prescribed for every weekend service• Kids in attendance are safe and accounted for• New families are tended to in a welcoming manner• Volunteers have clear direction as to where they are serving• RivKids safety and security policies are upheld consistently• There is an easily identifiable RivKids leader during weekend services | <ul style="list-style-type: none">• Arrive prior to services to set up classrooms, registration space, and other equipment - use the checklist as needed• Train new volunteers according to RivKids' training procedures, using the appropriate materials• Work closely with volunteer check-in person to ensure classrooms are staffed adequately for safety and security• Check in with classroom frequently to ensure policies are upheld, address needs, and make sure we are executing functions |

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| | | <p>well</p> <ul style="list-style-type: none"> • Have a general knowledge of everything going on venue-wide so that people can be pointed in the right direction • Know where backup supplies are located (name tag rolls, craft supplies, curriculum pages, etc) • Wear and use the walkie talkie radios - be reachable at all times • Frequently check in with registration desk workers and escort new families to their classrooms and main lobby when possible and make them feel welcome. • Make contact with the RivKids security worker so they know who is leading RivKids that weekend • Be familiar with transition times and locations for large group and story times. • Oversight of junior volunteers to ensure they are serving well |
| 4. Staffer at Large | <ul style="list-style-type: none"> • Become an owner of Riv's mission • Positive contribution to overall Riv staff • Key volunteers and attendees feel supported | <ul style="list-style-type: none"> • Attend big weekend services and be available when necessary for weekend services and special events • Assist on large projects • Invest in other staffers and attendees • Participate in meetings |

| GOALS (Specific/Measurable/Achievable/Relevant/Time-bound) |
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