

## RivKids Curriculum Staff-Curriculum Writer

Primary Area of Focus - RivKids Curriculum

Updated - 8/8/2024

Employee Name -

### Rules of Engagement

- Reports to Rivkids Director
- Oversees RivKids large group teaching and scripts for Early Childhood, Amp, and Verge
- Makes decisions based on the best interest of the Gospel and Riverview Church

<b>ROLES.</b>	<b>RESULTS.</b> What does success look like?	<b>RESPONSIBILITIES.</b> What actions produce results?
<b>1. Curriculum Writing</b>	<ul style="list-style-type: none"> <li>• Teachers have their scripts with plenty of time in advance so they can ask questions and review what they are teaching</li> <li>• A clear and organized approach to writing messages for each age group is in place</li> <li>• Messages are theologically and exegetically accurate</li> <li>• Is aware of current RivKids experience and messages are adjusted when needed to help shape that experience</li> <li>• Curriculum/messages are high quality with appropriate research and study done for each</li> </ul>	<ul style="list-style-type: none"> <li>• Writes messages at least 3 weeks in advance</li> <li>• Pursues the pastors or other Riv leaders when guidance is needed concerning theological and exegetical issues</li> <li>• Utilizes outside resources when writing messages- podcasts, commentaries, books, articles, etc.</li> <li>• Meets weekly with Curriculum Team for progress and collaboration</li> <li>• Works with the curriculum team with producing the overall weekend Early Childhood, AMP, and Verge experience</li> </ul>
<b>2. General RivKids Staff</b>	<ul style="list-style-type: none"> <li>• Service Lead/covers weekend services regularly</li> <li>• Attends and engages in monthly RivKids staff meetings</li> <li>• Events are well staffed and a variety of events are held regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Steps in to support weekend RivKids when needed</li> <li>• Participates in meetings</li> <li>• Utilizes basic functions of Ministry Platform</li> <li>• Follows RivKids policies and procedures</li> <li>• Occasionally leads/supports RivKids events/projects</li> </ul>
<b>3. RivKids Service Lead</b>	<ul style="list-style-type: none"> <li>• RivKids is executed with excellence as prescribed for every weekend service</li> <li>• Kids in attendance are safe and accounted for</li> <li>• New families are tended to in a welcoming manner</li> <li>• Volunteers have clear direction as to where they are serving</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive prior to services to set up classrooms, registration space, and other equipment - use the checklist as needed</li> <li>• Train new volunteers according to RivKids' training procedures, using the appropriate materials</li> <li>• Work closely with volunteer check-in person to ensure</li> </ul>

# RIVERVIEW CHURCH MINISTRY ACTION PLAN

	<ul style="list-style-type: none"><li>• RivKids safety and security policies are upheld consistently</li><li>• There is an easily identifiable RivKids leader during weekend services</li></ul>	<p>classrooms are staffed adequately for safety and security</p> <ul style="list-style-type: none"><li>• Check in with classroom frequently to ensure policies are upheld, address needs, and make sure we are executing functions well</li><li>• Have a general knowledge of everything going on venue-wide so that people can be pointed in the right direction</li><li>• Know where backup supplies are located (name tag rolls, craft supplies, curriculum pages, etc)</li><li>• Wear and use the walkie talkie radios - be reachable at all times</li><li>• Frequently check in with registration desk workers and escort new families to their classrooms and main lobby when possible and make them feel welcome.</li><li>• Make contact with the RivKids security worker so they know who is leading RivKids that weekend</li><li>• Be familiar with transition times and locations for large group and story times.</li><li>• Oversight of Next Gen Leaders to ensure they are serving well</li></ul>
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