

TEAM SIX:
CHILDREN AND YOUTH MINISTRY

GOAL OF A
CHURCH LIKE
ANTIOCH

To reach the world from Antioch
with the Full Gospel through
sending Teams to plant churches

Go back to Antioch and plant
churches in the footsteps of Paul

Antioch in Acts in America-
To reach America and the world
as in the book of Acts

TEAM SIX:
CHILDREN AND YOUTH MINISTRY

1. Be a leader that the group trusts and is comfortable with. Be a leader that leads with love and compassion, not a drill sergeant in the army.
2. Keep all confidentiality. Help your Team engage in spiritual warfare. Remember the Enemy wants to keep them from maturing and using their spiritual gifts.
3. Give the Trainer a minimum of 24 hours notice if you cannot make it to service due to illness.
4. Make sure the Trainer is familiar with your job description in the event he/she needs to fill in for you.
5. Have a fill-in for the Trainer in the event he/she cannot make it to service.
6. Have fill-in Directors and Workers that you can call to replace absentees (these should be those Directors and Workers in training).
7. Try and help every person in each position on the Team to find and train their replacement. Such replacements must have comparable giftings and be approved by the pastor to train with the help of the Trainer.

TEAM SIX:
CHILDREN AND YOUTH MINISTRY

VISION

Antioch in Acts in America

A large lay center church like
Antioch sending their pastor and
Teams to start reproducing
churches in America and around
the world

TEAM SIX:
CHILDREN AND YOUTH MINISTRY

JOB DESCRIPTION: TEAM SIX TRAINER

Principle Function: Provide leadership for Team Six as well as train and recruit new members for the Team.

The following are additional duties for the Trainer of the Team.

Spiritual Gift:

Teaching. Gifts of Encouragement or Administration would also be helpful.

Responsible to:

Team Six Administrator

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility.

Arrival Time:

Arrive 45 minutes before service to walk new trainees through their job duties. Be in your designated position 30 minutes prior to service and remain there until 15 minutes after service has begun or until job is complete.

TEAM SIX:
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MISSION

To keep Christianity alive in
America

To start churches like Antioch all
over America and around the world
with our

Full Gospel message (like those
cities mentioned in Acts)

To change our world for Christ

TEAM SIX:
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Responsibilities:

The Trainer's responsibility is to teach whatever Team Six needs to learn. Again, the secret of success in this leadership model is that the Trainer just does what a Teacher loves to do and that is teaching. Obviously the Teacher should have the gift of teaching.

1. Oversee training all positions in Team Six.
2. Perform all duties of either the Director or Worker, if needed.
3. Maintain a good knowledge of the job descriptions for both the Directors and Workers so that you are ready to train a new person at any time.
4. Walk new Directors and Workers through their duties 45 minutes before each service for the first four weeks so that they are ready to perform tasks which begin 30 minutes before service. After that, be available and approachable for any questions and/or concerns they may have.
5. Plan on spending one-on-one time with new trainees, preferable on the job.

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TRAINING
FOR TEAM SIX

CHILDREN AND
YOUTH MINISTRY

TEAM SIX:
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6. Pay close attention to the pastor when he is training you. Remember you are responsible for training new people to carry out their job or duties the way the *pastor* wants it done, not how you think it should be done.
7. Give the Administrator a minimum of 24 hours notice if you cannot make it to service due to illness.
8. Maintain an understanding of the Administrator's duties so that you can fill in, if the Administrator calls in sick.
9. Constantly encourage and help each person you train on the Team.

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VISION FOR
CHILDREN AND
YOUTH MINISTRY:

To provide the love, acceptance,
friendliness and compassion of
Christ to the stranger first and all
those youth and children who come
through the doors of our church.

TEAM SIX:
CHILDREN AND YOUTH MINISTRY

**JOB DESCRIPTION: YOUTH DIRECTOR
(1 PERSON NEEDED)**

Principle Function: The director of Youth Work is responsible for assisting church program organizations to develop a comprehensive educational program for grades 4-12.

Spiritual Gifts:

Evangelists make the best youth pastors.

Responsible To:

Team Six Administrator

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive 30 minutes before Sunday School begins to assist Teachers preparing their rooms.

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1 Timothy 4:12

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.

Ecclesiastes 12:1

Remember your Creator
in the days of your youth,
before the days of trouble come
and the years approach when you
will say,
"I find no pleasure in them"-

TEAM SIX:
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Responsibilities:

1. Advise with program organizational leaders to enlist workers for each grade.
2. Conduct special training projects for workers in proper relationship to the church training program.
3. Advise in the use of program materials, equipment, supplies, and space by grade in all church program organizations.
4. Assist with planning and conducting special projects (such as camps and retreats) for each grade organizational group.
5. Work with organizational leaders to coordinate visitation for each grade and lead workers to visit prospects and absentees.
6. Work with program leaders and Teachers and appropriate staff members to resolve philosophical, procedural and scheduling problems in each grade division.
7. Prepare an annual budget for recommendation to the Budget Planning Committee.
8. Recruit, schedule, and supervise volunteers.
9. Review curriculum, music, skits, etc. for each grade.
10. Purchase supplies for each grade.

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A growing church is the church that seeks out ways to use youth in ministry in such a way that they encourage their friends to come to youth and church events.

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11. Have requested materials available at a designated place so that they are available when Teachers arrive for class.

12. Provide new curriculum 6-8 weeks in advance for workers.

13. Provide new Teacher schedules each month.

14. You are required to hold monthly Teacher meetings. You will need to give the times and dates in advance.

15. You will be expected to support the church, church staff and leadership with a positive attitude. You are to be a promoter of peace and walk in love in all situations. Direct any problems or needs to the department leader first.

16. Be a servant to the volunteers, keep in touch with them and minister to them when needed.

17. You will be asked to volunteer your time and talents to help with fund-raisers and church wide events. This is an effort to keep from 2-3 people doing all of the work.

18. Try and involve older teens and singles to help with the youth program.

TEAM SIX:
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**JOB DESCRIPTION: TEAM SIX
ADMINISTRATOR**

Principle Function: Provides leadership and Administration to the Team.

The following are additional duties for the Administrator of the Team.

Spiritual Gift:

Administration and, if possible, the secondary gift of Encouragement

Responsible to:

Pastor

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility.

Arrival Time:

Arrive 30 minutes before Sunday School begins to assist Teachers preparing their rooms.

TEAM SIX:
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**JOB DESCRIPTION: DIRECTOR OF
CHILDREN'S WORK (1 PERSON NEEDED)**

Principle Function: The Director of Children's Work is responsible for assisting church program organizations to develop a comprehensive education program for pre-school and grades 1-3.

Spiritual Gifts:

Gift of Administration and/or teaching.

Responsible To:

Team Six Administrator

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive 30-45 minutes before Sunday School begins to get supplies and rooms ready for the children's programs.

TEAM SIX:
CHILDREN AND YOUTH MINISTRY

Responsibilities:

1. Oversee all positions in Team Six.
2. Perform all duties of either the Director or Youth/Children Worker, if needed.
3. Have the Secretary of Team Six check all necessary equipment to make sure it is in good working order and have it available to Director or Youth/Children Workers (i.e. class supplies).
4. Appoint, with the approval of the pastor, the following positions consisting of Youth and those adults in the Children's Ministry with the appropriate gifts to do the following:
 - a. Appoint a Secretary/Treasurer, approved by the pastor, to oversee all of the recording and to assist the Administrator in taking care of the "nuts and bolts" of Team Two. This person should score high in the gifts of "Helps and Service," and if possible, they should be one of those positions already on the Team.

The Secretary/Treasurer in the small group has the gift of "Helps and Service" and does what most secretaries normally do. He/She keeps the role of those who are present and or absent, makes sure that the information on each participant is current: name address phone number, birth date, giftings, etc.

TEAM SIX:
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Responsibilities:

1. Advise with program organization leaders to enlist preschool and grades 1-3 workers.
2. Conduct special training projects for preschool and grades 1-3 workers in proper relationship to the church training program.
3. Advise in the use of program materials, equipment, supplies, and space by preschool and grades 1-3 in all church program organizations.
4. Assist with planning and conduction special projects for each grade.
5. Work with organization leaders to coordinate visitation for each grade division and lead workers to visit prospects and absentees.
6. Work with program leaders and Teachers appropriate staff members to resolve philosophical, procedural, and scheduling problems in each grade.
7. Prepare an annual budget for recommendation to the Budget Planning Committee or pastor.
8. Recruit, schedule, and supervise volunteers (use older youth and singles as much as possible to help).
9. Review curriculum, music, skits, etc. for each grade.

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The Secretary's role is to make sure the material is present for the Team, recorded, and packed away afterward. If photocopies are needed, the Secretary's job is to make sure the copies are made. Having the gifts of "Helps and Service" makes the Secretary enjoy this type of work.

He/She is responsible for all funds used by the Team, keeping the records of who gave what amount, and the total amount of funds used, etc. (At our church the treasurer was responsible for reporting this to the main church treasurer. We found it easier to have one central treasurer system than each department having its own banking account. If items need to be purchased the treasurer is normally the one responsible for obtaining a check and possibly purchasing what is requested.)

- b. Appoint, with approval of the pastor, a Pastoral Care person (Group Leader).

Each Team in the church needs to have its own Pastoral Care in place. Each group needs to learn to take care of each other. The best person to make sure this happens would be the person with the "gift of Encouragement" or one who is called to be a "pastor."

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10. Purchase supplies for each grade.
11. Have requested materials available at a designated place so that they are available when Teachers arrive for class.
12. Provide new curriculum 6-8 weeks in advance for workers.
13. Provide new Teacher schedules each month.
14. You are required to hold monthly Teacher meetings. You will need to give the dates and times in advance.
15. You will be expected to support the church, church staff and leadership with a positive attitude. You are to be a promoter of peace and walk in love in all situations. Direct any problems or needs to the department leader first.
16. Be a servant to the volunteers, keep in touch with them and minister to them when needed.
17. You will be asked to volunteer your time and talents to help with fund-raisers and church wide events. This is an effort to keep from 2-3 people doing all of the work.
18. You are to make sure that someone (Group Leader/Pastoral Care person for Team Six) is contacting your youth each week.

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This is the type of person that enjoys counseling, encouraging people on the phone, and often goes to visit people when he feels like they need to have a chat.

This position is very important in the group. It takes a big load off the Pastoral Care responsibility of the administration and pastor. The Group Leader with the gift of Encouragement or Pastoral Care giftings enjoys this type of ministry immensely. He feels like it is his ministry to the body of Christ. The church needs “Group Leaders.”

The main responsibility of the Group Leader is to telephone those in his Team. There should never be less than four to call each week; if they get as many as 13 to 14, a new Group Leader should be found to help them. On average, a Group Leader should have about seven people each week to call. When he telephones, it is extremely important that he does not act as a “watch dog.” The phone call is simply to pray for the person he is phoning, not to question them as to why they did nor did not attend the meeting. No one likes the “watch dog;” everyone enjoys a prayer partner.

TEAM SIX:
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**JOB DESCRIPTION: YOUTH AND
CHILDREN'S WORKERS (4 PEOPLE
NEEDED + TEENS)**

Principle Function: The function of the Youth and Children's Workers is to provide assistance to the directors as well as live as a roll model for the youth and children within the church.

Spiritual Gifts:
Teaching

Responsible To:
Youth or Children Director

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility. The last four months are spent training this person to assume this role.

Arrival Time:

Arrive 30-45 minutes before Sunday School begins to get supplies and rooms ready for the youth/children's programs.

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The Pastoral Care person needs to telephone his Team people each week and say something like this: “Hi, this is your prayer partner, last week we were praying about your mom, how is she doing? What would you like me to pray about this week?”

I have found that when the Group Leaders call and pray for their group, individuals that were not there for one reason or another will typically volunteer why they were not there without the Group Leader even asking. Many times they will also volunteer that they were not planning to be there the following week for whatever reason. So, Group Leaders become very important ingredients in knowing the attendance and commitment of the people in the Team. Group leaders must also know how to keep confidentiality. They cannot share what has been told to them in confidence, not even to the pastor. To do so would violate that confidence and destroy the entire Pastoral Care program in the church.

If they do hear something that troubles them and he feels the pastor should know about it, he needs to encourage the individual to go and share it with the pastor. He might even have to agree to go with them.

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Responsibilities:

1. Prepare your lesson plans one to two weeks in advance from the curriculum or other resources that will emphasize the weekly theme/memory verse and call your department director with materials you will need.
2. Keep an up-to-date Teacher schedule.
3. Call your department director with materials needed for each class.
4. Be prepared to recruit helpers for last minute cancellations or late arriving helpers and to help you.
5. Make sure that the classroom is left clean after each service.
6. Be a servant to the assistants, keep in touch with them and minister to them when needed.
7. You will be asked to volunteer your time and talents to help with fund-raisers and church wide events. This is an effort to keep 2-3 from people doing all of the work.
8. Any absences from church services must be reported to the director personally at least 24 hours in advance. Please use voicemail if repeated attempts to reach directors at work or home have failed.

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Whatever the circumstance, is it imperative that Pastoral Care people are not gossipers and slanderers. The Bible says God hates gossipers and slanderers (Proverbs 6:16-19).

- c. Appoint, with approval of the pastor, a Fellowship Coordinator. The Fellowship Coordinator is responsible for making sure there are refreshments at every activity. It is not the job of the Fellowship Coordinator to always purchase these refreshments but he/she is responsible for making sure someone is bringing these refreshments.

The Fellowship Coordinator is also responsible for icebreakers, fun and games in the group meetings. Every time the group gets together, it ought to have fun. There must be food, fun activities, and fellowship. Christians have been known for this from their very inception in Acts 2:46. The Fellowship Coordinators must be careful that the icebreakers or the games they choose are not brainteasers that might show off a person's intelligence or lack thereof.

The Fellowship Coordinator must make sure there is a time for Team prayer and ministry, especially during the meeting and training times.

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9. Arrange for your own substitute and then communicate these arrangements to the department director. The substitute must be prepared to carry out your responsibilities before, during, and after the service(s).
10. You are required to attend monthly Teacher meetings. The times and dates will be given out in advance.
11. You will be expected to support the church, church staff and leadership with a positive attitude. You are to be a promoter of peace and walk in love in all situations. Direct any problems or needs to the department leader first.
12. You are to make sure someone (Group Leader/Pastoral Care person for Group Six) is contacting all of your youth/children each week.

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The Fellowship Coordinator should have the gift of “prophecy,” but this is one area where the gifting may not be so important and any person needing a position or needing to be tied in could be given this role.

- d. Appoint, with approval from the pastor, an Outreach Leader. The Outreach Leader has the responsibility of growing the Team. He has the gifts of “mercy” or “Evangelism” and enjoys reaching out and contacting people. His main task is to grow the group he is in. He is like the evangelist to the church who is responsible for the Outreach Ministry in that church. The Outreach Leader is constantly looking for activities and outings that the Team can do so that they can win new people to the Team.
5. Be open to listening to complaints from within the Team; at all costs keep unity within the Team. If the matter is larger than what you feel you can/should handle encourage the person to take the matter to the pastor or offer to go with the person to the pastor.
6. Listen for complaints from within the Team. Make every effort to maintain unity within the group. If a matter is larger than you feel you can/should handle, encourage the person with the complaint to take the matter to the pastor or offer to go with the person to the pastor.