



**Position Title** | Admin Team

**Ministry Area** | Children's Ministries

**Responsible to** | Children's Ministry Staff

**Purpose** | Organize and prepare supplies needed so leaders can focus on children and The Big God Story.

**Responsibilities**

- Choose one or more of the following areas:
  - Cutting Team- cut needed materials (can be take-home projects)
  - Copy Team- copy needed materials and file them for Cart Prep Team
  - Cart Prep Team- prepare 6-12 SPARKS/CLUB 45 bins for each week
- Use provided Instruction Sheet to prepare specific materials each week
- Check off completed work on Instruction Sheet
- Work with other team members to keep supplies organized
- Assist in evaluating the process

**Training Provided**

- Direct instruction from staff to learn processes of Admin Team
- Shadow/observe a veteran leader or staff member for a minimum of two weeks

**Time Commitment**

- Approximately 1-2 hours weekly

**Knowledge, skills, and abilities**

- Personal relationship with Jesus Christ and passion to share God's love in cooperation with the Holy Spirit
- Strong organizational skills