



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position(s): Tuxedo Kids Crew (Volunteer)

Job Description: Tuxedo Kids Crew (Tuxedo Kids Volunteers) are a critical part of the foundation and discipleship process of Tuxedo Church. This position involves caring for and helping lead kids in their spiritual walk by showing them how to grow in Christ. The volunteer should be 13 years old or older and should be mature and spiritually prepared to pray with and be an example to the kids that attend.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (on back page).
2. Arrive in the Kids Church room at 10am on Sundays to help receive the kids. All bathroom runs, and coffee grabs should be done before 10am. If and when leaving Sunday School, be respectful of the teacher and class. Pre-plan with your teacher before Sunday School.
3. Help make sure all kids are checked in and out. Also, be prepared to stay at least 15 minutes after the last kid is picked up to help with clean up.
4. Always dress in a manner that is respectful of the ministry and the Kingdom of God. All clothing (including any logos or phrases) should be modest, appropriate, and set a positive example as determined by Tuxedo Church/Tuxedo Kids.
5. Never use or tolerate the use of profanity in the presence of minors. This includes all phrases that might put down or belittle each other or a minor. If this does come from a kid, discreetly walk up to the kid and address the issue. If the issue continues after 2 warnings or the kid is defiant, take the issue to the Kids Pastor.
6. Always stick to the "Two Person Rule". Do everything in your power to avoid being put in a situation where you are alone with a minor.
7. Always portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, maturity, and a smile. You will be expected to act and react with Christian love and understanding in all situations.
8. Contact the Kids Pastor promptly if unable to fulfill your assigned and scheduled responsibilities.
9. Attend scheduled trainings and meetings as needed.
10. If working check-in, always arrive by 9:15am.
11. Greet all families with a smile.
12. Never leave check-in area unattended. Always have one person in the check-in area, unless otherwise planned.