

Check In

Position Overview

Welcome families to Sonlight. Check in children in CCB using iPad. Print name labels and parent tags for each child.

Responsibilities and Duties

- Navigate CCB check in on iPad.
- Print name tags and parent labels.
- Enter new families/children in CCB system.
- Answer questions and/or direct questions to appropriate person.
- Cheerfully greet children and families.
- Build relationships with students.

Time Requirements

All times are approximate.

- Prep Time: None
- Arrival Time: 9:45 am
- Serving Time: 9:45 – 10:10
- Departure Time: End of service

Coach

Position Overview

Escort children from Worship Center to Ignite classrooms and dismiss children back to parents at the conclusion of the morning service. Assist Group Leaders with any unforeseen needs.

Responsibilities and Duties

- Escort children from Worship Center to Ignite classrooms at the conclusion of family worship time.
- Assist Group Leaders with any last minute, or unforeseen needs.
- Notify Group Leaders that service is concluding at the beginning of the closing song.
- Escort children to their parents when they arrive at the designated pick-up area.
- In the event of an emergency, notify affected parents that they are needed in Ignite.
- Build relationships with children.

Time Requirements

All times are approximate.

- Prep Time: None
- Arrival Time: 10:00 am
- Serving Time: 10:20 – 11:10
- Departure Time: 11:10 (After last child is dismissed)

Pre-School Group Leader

Position Overview

Welcome children age 2 through kindergarten to Ignite meeting time. Lead activities related to and reinforcing the Bible Story. Assist with maintaining an orderly group during Story presentation.

Responsibilities and Duties

- Select group activities from the provided leaders guide.
- Explain and lead selected group activities.
- Reinforce Biblical and or spiritual truths through provided activities.
- Lead discussion, ask and answer questions related to activities.
- Act as assistant to Story Leader during lesson time.
- Build relationships with children.
- Assist with clean up after children are dismissed.

Time Requirements

All times are approximate.

- Prep Time: 10 minutes (Prior to service)
- Arrival Time: 9:50 am (Setup and organization)
- Serving Time: 10:20 – 11:00 (With students)
- Departure Time: 11:10 (Cleanup)

Elementary Story Leader

Position Overview

Welcome 1st – 4th grade students to Ignite meeting time. Lead presentation of Bible Story, Key Passage and related material from provided curriculum. Assist Group Leader with activities.

Responsibilities and Duties

- Edit presentation from provided leader's guide. Omit sections not used due to time constraints (i.e. singing, missions). Personalize as needed to fit your personal style.
- Present Big Picture Question & Answer, Bible Story, Questions from Kids and Key Passage from provided media material. Lead group prayer.
- Navigate media material through ProPresenter. (No previous experience needed.)
- Lead discussion, ask and answer questions related to lesson.
- Act as assistant to Group Leader during activity time.
- Build relationships with students.
- Assist with clean up after children are dismissed.

Time Requirements

All times are approximate.

- Prep Time: 45 minutes (Prior to service)
- Arrival Time: 9:50 am (Setup and organization)
- Serving Time: 10:20 – 11:00 (With students)
- Departure Time: 11:10 (Cleanup)

Pre-School Group Leader

Position Overview

Welcome children age 2 through kindergarten to Ignite meeting time. Lead activities related to and reinforcing the Bible Story. Assist with maintaining an orderly group during Story presentation.

Responsibilities and Duties

- Select group activities from the provided leaders guide.
- Explain and lead selected group activities.
- Reinforce Biblical and or spiritual truths through provided activities.
- Lead discussion, ask and answer questions related to activities.
- Act as assistant to Story Leader during lesson time.
- Build relationships with children.
- Assist with clean up after children are dismissed.

Time Requirements

All times are approximate.

- Prep Time: 10 minutes (Prior to service)
- Arrival Time: 9:50 am (Setup and organization)
- Serving Time: 10:20 – 11:00 (With students)
- Departure Time: 11:10 (Cleanup)

Pre-School Story Leader

Position Overview

Welcome children age 2 through kindergarten to Ignite meeting time. Lead presentation of Bible Story, Key Passage and related material from provided curriculum. Assist Group Leader with activities.

Responsibilities and Duties

- Edit presentation from provided leader's guide. Omit sections not used due to time constraints (i.e. singing, missions). Personalize as needed to fit your personal style.
- Present Big Picture Question & Answer, Bible Story, Questions from Kids and Key Passage from provided media material. Lead group prayer.
- Navigate media material through ProPresenter. (No previous experience needed.)
- Lead discussion, ask and answer questions related to lesson.
- Act as assistant to Group Leader during activity time.
- Build relationships with students.
- Assist with clean up after children are dismissed.

Time Requirements

All times are approximate.

- Prep Time: 45 minutes (Prior to service)
- Arrival Time: 9:50 am (Setup and organization)
- Serving Time: 10:20 – 11:00 (With students)
- Departure Time: 11:10 (Cleanup)