

Good News Club

Team Position Descriptions

Team Leader*

Responsible for coordinating across CEF representative, school principal, and team members. Recruits GNC™ team members, schedules training, organizes the club and members. Holds team meetings addressing procedures, issues, prayer and encouragement.

Team Administrator

Responsible for planning with the CEF representative and team leader and executing effective procedures and processes for smooth club operation. Tasks include facility use and registration form approval, background check and worker compliance agreement processes, attendance/record keeping, registration form distribution and collection, arrival/ dismissal procedures.

Main Teachers (Minimum of 2)

Responsible for preparing and teaching of the Bible lesson using CEF visual and printed materials along with video lesson demonstrations.

Teacher Assistants (Minimum of 2)**

Responsible for presenting/teaching other segments of a club including songs, missionary time/story, Wonder Time™ devotions, prayer and/or review game time during club.

Prayer Coordinator**

Responsible for implementing God Can to collect prayer requests from kids along with gathering prayer requests from parents, team members and school personnel each week. Then using email messages passing them on to other prayer partners and church prayer lists.

Snack Coordinator**

Responsible for coordinating snack each week and bringing it to club. Could also be in charge of preparing the take home bags for the children.

Small Group Shepherds (Minimum of 6)**

Responsible for being the helper in charge of a small group) This would entail greeting students in that grade as they arrive, supervising their snack time, listening to their verses, sitting with them, during club and through dismissal time.

Counselors (3-4 available each day)**

Responsible for being watchful and responsive to the spiritual needs of children, listening and praying at opportunity. Counseling children who respond to the invitation during club. Passing on counseling results to the club administrator.

Helper

Responsible for variety of tasks to facilitate club or party operations. Available before, during and after meeting. Assigned tasks include helping with order, taking attendance, listening to verses, keeping score, takes prayer requests, etc.

* These positions can be held by someone also holding any other position.

** These positions can be held by someone holding another position other than the Team Leader, Administrator or Main Teacher