

# CQ 2021 TEAM ROLES

## HOST HOME RESPONSIBILITIES

- Provides the site or location and is responsible for making sure the premises are safe for children, to include a safe place to shelter in case of inclement weather
- Make sure that you communicate with your leaders your expectations while your site is being used
- Contact HOA, if applicable, to help promote through neighborhood communications and to confirm what can and cannot be done (i.e. - parking, signs, publicity, etc)
- Take time to meet your neighbors: adults and children. By opening your home, you are becoming a missionary in your neighborhood. Get to know them, their spiritual background, their family dynamics, etc
- Provide a restroom for access during CQ
- Potentially host a family night to kick off or end CQ

## HOST/CO-HOST RESPONSIBILITIES

- Preferred that Co-Host lives in the same neighborhood as Host.
- Pray before, during and after event for children and their families
- Distribution of neighborhood invites/flyers
- Fill one of the five team roles (preferred either host or co-host to be Team Leader if possible)
- Assist with registration of kids from neighborhood
- Assist with First Aid as needed
- Be ready to go at site 30 minutes prior to each day and stay until everything is cleaned up
- Monitor child safety and security throughout each daily event
- Attend all Zoom Training for Hosts and Leadership Teams
- Engage in follow up post CQ

## TEAM LEADER RESPONSIBILITIES

- WORK WITH CONCORD KIDS (CK) STAFF TO MAKE SURE ALL ADULT VOLUNTEERS (18 YEARS OR OLDER), INCLUDING ADULTS LIVING AT THE HOST HOME, HAVE A CURRENT BACKGROUND CHECK ON FILE OR SUBMIT ONE MONTH PRIOR TO DATES OF CQ
- WORK WITH CK STAFF TO RECRUIT A TEAM OF VOLUNTEERS TO JOIN YOU IN LEADING AT YOUR SITE AND DESIGNATE ROLES AND RESPONSIBILITIES
- AS ADDITIONAL LEADERS REGISTER ONLINE, OUR CK STAFF TEAM AND COORDINATORS WILL ASSIGN ADDITIONAL VOLUNTEERS TO YOUR SITE AS NEEDED
- LEAD WELCOME AND CLOSING ACTIVITIES EACH NIGHT. POSSIBLY ALSO LEAD APPLICATION ACTIVITY
- PRAY BEFORE, DURING AND AFTER EVENT FOR CHILDREN AND THEIR FAMILIES SCHEDULE TEAM PLANNING MEETINGS
- OVERSEE DAILY SCHEDULE
- PICK UP SUPPLY TUB FROM CHURCH AND CK STAFF
- COMMUNICATE ANY QUESTIONS OR CONCERNS WITH CK STAFF - JASON, DENISE, TIFFANY, MARIANNE, ASHLEY
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
- ASSIST TEAM WITH DISTRIBUTION OF NEIGHBORHOOD INVITES/FLYERS

## RECREATION LEADER RESPONSIBILITIES

- ESTABLISH A SAFE, HAZARD FREE AREA FOR RECREATION (COORDINATE THIS WITH HOST HOME)
- LOOK FOR HAZARDS IN THE RECREATION AREA LIKE ANT HILLS, BEEHIVES, TREE ROOTS AND OTHER POTENTIAL DANGERS
- KNOW THE BIBLE STORY AND MAIN POINT FOR EACH DAY AND INCORPORATE THIS INTO YOUR GAME TIME
- GATHER ALL MATERIALS THAT ARE NEEDED FOR GAMES OUTLINED IN CURRICULUM
- PLAN AND COORDINATE EARLY ARRIVAL GAMES/ACTIVITIES UNTIL TIME TO BEGIN
- BE PREPARED WITH SOME SPONTANEOUS ACTIVITIES SHOULD YOU NEED TO FILL TIME OR RE-FOCUS THE GROUP FOR THE NEXT ACTIVITY
- COORDINATE GAMES THAT ARE LISTED IN THE CURRICULUM
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
- PRAY BEFORE, DURING AND AFTER EVENT FOR CHILDREN AND THEIR FAMILIES
- ASSIST TEAM WITH DISTRIBUTION OF NEIGHBORHOOD INVITES/FLYERS

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### **BIBLE STORYTELLER RESPONSIBILITIES**

- COORDINATE SPACE WITH YOUR HOST
- PRAY FOR THE KIDS, FOR THE LEADERS AND THAT GOD WILL SPEAK TO YOU THROUGH HIS WORD
- READ, PLAN AND TELL THE BIBLE STORY EACH DAY TO CHILDREN • BE FAMILIAR ENOUGH WITH THE BIBLE STORY, BIBLE VERSE FOR EACH SESSION SO THAT YOU DON'T HAVE TO REFER TO YOUR NOTES OR READ EVERYTHING TO THE CHILDREN. THIS WILL INCLUDE MULTIPLE AGES
- ORGANIZE AND PREPARE FOR EACH SESSION AND GATHER ANY SUPPLIES THAT MIGHT BE NEEDED FOR YOUR LESSON
- BE PREPARED TO TALK WITH CHILDREN WHO ARE READY TO ACCEPT CHRIST OR HAVE QUESTIONS ABOUT SALVATION
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
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### **WORSHIP LEADER RESPONSIBILITIES**

- LEARN MOTIONS AND WORDS TO WORSHIP SONGS PRIOR TO CQ
- LEAD CHILDREN/ADULTS IN WORSHIP SONGS
- PRAY AT END OF WORSHIP
- POSSIBLY LEAD APPLICATION ACTIVITY (COORDINATE THIS WITH TEAM LEADER)
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ENGAGE KIDS DURING OTHER ACTIVITIES AND ASSIST AS NEEDED
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### **SUPPORT VOLUNTEER RESPONSIBILITIES**

- MAIN FOCUS IS ENGAGING WITH THE KIDS DURING EACH ACTIVITY
- ASSIST LEADERS AS REQUESTED DURING CQ
- HELP WITH CLEAN UP AND PREPARATION FOR ALL ACTIVITIES
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
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### **ADMINISTRATIVE LEADER RESPONSIBILITIES**

- MAKE SURE THAT ALL PARTICIPANTS ARE REGISTERED
- MAINTAIN DAILY ATTENDANCE RECORDS AND REPORT THOSE TO STAFF COORDINATORS
- IDENTIFY PROSPECTS TO OUR CHURCH AND PLACE NAMES ON FOLLOW-UP LIST
- MAKE SURE THAT CHILDREN CHECK IN AND HAVE A SECURITY BRACELET AND PARENT HAS PICK UP TAB
- IF A PARENT IS STAYING WITH A CHILD, MAKE SURE THAT THEY ARE IDENTIFIED WITH BRACELET, NAME TAG, ETC.
- MANAGE SNACK DISTRIBUTION
- KNOW ALL ATTENDEES ALLERGIES
- HELP WITH CLEAN UP AND PREPARATION FOR ALL ACTIVITIES
- MONITOR CHILD SAFETY AND SECURITY THROUGHOUT EACH DAILY EVENT
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### **ADULT NEIGHBORHOOD GREETER RESPONSIBILITIES**

- PREFERABLY FROM THE NEIGHBORHOOD
- COMFORTABLE WITH APPROACHING PEOPLE AND INTRODUCING SELF
- MAIN ROLE IS TO CONNECT WITH NEIGHBORHOOD ADULTS AND ENGAGE THEM IN CONVERSATION
- ALSO CONNECT ADULTS WITH OTHER FBC FAMILIES FROM THE NEIGHBORHOOD
- ATTEND ALL ZOOM TRAINING FOR LEADERSHIP TEAMS
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**PRESS▶PLAY**  
GET IN THE MIX