



# Online GNC Job Description Overview

This is an overview of the various roles of an online Good News Club®. Volunteer team members can hold multiple positions. CEF staff provides training and direction in all these areas prior to club starting; then provides ongoing support behind the scenes after club begins.

**Prayer Coordinator** - Prayer is the foundation of this ministry. The prayer coordinator is responsible for building a prayer covering for the club, including developing a prayer team, emailing children's prayer requests, implementing email/telephone prayer chains, prayer bands and just generally promoting prayer to cover this mission. The prayer coordinator is not required to attend club but ideally does. Email is required for sending children's itemized prayer requests but can be delegated.

**Co-Team Leaders** work together to provide oversight of the club and team. They make the schedule; empower and encourage the team; ensure curriculum gets to team members, coordinate meetings or special activities; work closely with CEF staff; ensure team compliance with all CEF policies.

**Administrative Assistant** handles club paperwork, such as attendance and monthly reports to CEF office; responsible for coordinating registration forms; needs working knowledge of word processing and spreadsheets and access to computer/printer. The AA is not required to attend the online club.

**Technical Leader** is responsible for ensuring all **Child Protection Policies** are followed. This includes acting as co-host on Zoom: making sure children's names are listed, children's videos are running, muting and unmuting children as needed and running PowerPoint slides. The Tech Leader must have access to a computer/laptop, camera, microphone, and reliable internet service. The tech leader may participate in teaching as well, if screen sharing is not needed. Training is available.

**GNC Teachers** are responsible for preparing and teaching the various components of club, exclusively utilizing CEF curriculum. This includes the weekly Bible lesson, memory verse, worship through song, missionary story, WonderTime and/or leading the review game. We cannot do GNC without teachers. CEF provides great curriculum and tools. No experience necessary but CEF Greater Clarksville chapter team member training is required.

**Counselors** are trained to walk children through the Scriptures, when they respond to the invitation. We encourage everyone to be ready to counsel, and trust the Holy Spirit to lead, no matter what other "job" they may hold in club.

**Other:** Do you have a special talent or gifting, i.e., puppets, clowning or drama that you might share on occasion to add variety in the CEF lesson? Could you be a floater or substitute, filling in wherever needed? Can you pray? Can you share this important ministry with others? Teens to grandparents needed...and everyone in between!! Please pray to see how the Lord might include you in this important work.

***Everybody can do something to help reach the children!***



# In Person GNC Job Description Overview

This is an overview of the various components of an in-person Good News Club®. Volunteer team members can hold multiple positions. CEF staff provides training and direction in all these areas prior to club starting; then supports behind the scenes after club begins.

**Prayer Coordinator** - Prayer is the foundation of this ministry. The prayer coordinator is the person responsible for building a prayer covering for the club, including developing a prayer team, emailing children's prayer requests, implementing email/telephone prayer chains, prayer bands and just generally promoting prayer to cover this mission. The prayer coordinator is not required to attend club but ideally does. Email is required for sending children's itemized prayer requests but can be delegated.

**Co-Team Leaders** work together to provide oversight of the club and team. They make the schedule; empower and encourage the team; ensure needed supplies are on hand; coordinate meetings or special activities; work closely with CEF staff; ensure team compliance with all CEF policies and facility rules.

**Administrative Assistant** handles club paperwork, including name tags, attendance and monthly reports to CEF office; responsible for coordinating registration forms; needs working knowledge of word processing and spreadsheets and access to computer/printer; works with Team Leaders/CEF staff to ensure children are properly dismissed and accounted for.

The **Tech Coordinator** runs all digital aspects at club (using laptop, PPT, projector), as well as prepares provided materials for use in club. Technology knowledge preferred; specific GNC training provided.

**Snack Coordinator** ensures that appropriate allergen-free snacks, drinks and related supplies are at GNC each week. This can be done by someone who cannot attend club.

**GNC Teachers** are responsible for preparing and teaching the various components of club, exclusively utilizing CEF curriculum. This includes the weekly Bible lesson, memory verse, worship through song, missionary story, WonderTime and/or leading the review game. We cannot do GNC without teachers. CEF provides great curriculum and tools. No experience necessary, but CEF Greater Clarksville chapter team member training is required.

**Counselors** are trained to walk children through the Scriptures, when they respond to the invitation. We encourage everyone to be ready to counsel, and trust the Holy Spirit to lead, no matter what other "job" they may hold in club.

**Grade Shepherds** are responsible for a certain age group during GNC. They sit with them during snack time listening to their memory verse, looking up the day's verse, assisting in writing prayer requests, and building relationships. They sit among their students during teaching time, and help assist in an orderly dismissal as well.

**Other:** Do you have a special talent or gifting, i.e., puppets, clowning or drama that you might share on occasion to add variety in the CEF lesson? Could you be a floater or substitute, filling in wherever needed? Can you pray? Can you share this important ministry with others? Teens to grandparents needed...and everyone in between!! Please pray to see how the Lord might include you in this important work. ***Everybody can do something to help reach the children!***