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### **Our Mission**

Attract, love, connect, & grow  
nursery & preschool  
children through the  
power of God so that  
one day they will  
impact their world  
and beyond.



Director: Ani Salisbury

## Mid-Week Helper

### Ministry Goals:

- To have the Chapel and classrooms ready for weekend services.
- To assist the office workers in generating a quality program for the children.

### Ministry Specifics:

This person will help the office staff by:

- Copying, cutting & laminating classroom supplies, curriculum, discipleship books, etc.
- Stuff Envelopes (calendars & schedules).
- Rewind & organize videotapes.
- Data Entry
- Typing stories & skits
- Help tidy & sanitize classrooms.

### Time Required:

Whatever works for you!

### Location:

Children's Center Office

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Organizational skills, computer literacy, & a fun spirit.

### Length of Commitment:

Whatever works for you.

### Flexibility:

Always.

### Responsible to:

Preschool Director and Administrative Assistants

### Training Provided: Yes

For further information contact:

[asalisbury@santacruz bible.org](mailto:asalisbury@santacruz bible.org)

831-429-1162 x 247



Director: Ani Salisbury

## Room Organizer

### **Ministry Goal:**

- Rooms are clean, stocked, and organized, to enable room leaders to focus on their responsibilities.

### **Ministry Description:**

This person will help:

- Tidy classrooms, returning craft materials and other supplies to storage.
- Sanitize games
- Dust cabinets
- Rewind and return videos to proper storage area.
- Vacuum occasionally (usually this is done by custodial team).
- Refill low supplies (food or other)
- Refill information dispensers

### **Time Required:**

On average 2-4 hours and seasonally 4-6 hours a week. The hours in this position are fairly flexible. The workload taken on will be mostly by one's personal choice and dependent upon how involved they want to be and how creative a craft they come up with. We ask that you also attend worship service regularly in addition to your serving time.

### **Location:**

Downstairs pre-school rooms.

### **Gifts, Talents, and/or Specific Skills Needed in This Ministry:**

Like to serve behind the scenes yet have a significant ministry impact. organizational and administrative skills are helpful.

### **Length of Commitment:**

One year at a time.

### **Flexibility:**

Very flexible

### **Time:**

Whatever works best for you.

### **Responsible to:**

Preschool Director or Coordinator

### **Training Provided:**

Yes, but mostly this is something that comes naturally.

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[asalisbury@santacruzible.org](mailto:asalisbury@santacruzible.org)

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Director: Ani Salisbury

## Pre-school Helper

### **Ministry Goals:**

Assist the Room or Assistant Room leader in making the preschool classroom a safe, fun, dynamic learning environment. Develop relationships with children and their parents. Encourage children to open up through sharing, talking and praying.

### **Ministry Description:**

This person will help the Room Leader ensure:

- The room is safe, clean and sanitary.
- Equipment and supplies are prepared.
- They come early to pray and commit the ministry to God, for His glory.
- They know their role and specific duties.

### **Time Required:**

On average 2+ hours and sometimes 3-4 hours a week. We ask that you also attend worship service regularly in addition to your serving time.

### **Time: Normal service hours. Choice of:**

Saturday 6:00 service (5:30-7:45)

Sunday 9:00 service (8:30-10:45)

11:00 service (10:45-12:45)

### **Location:**

Downstairs Children's Center and Nursery in Main Worship Center

### **Gifts, Talents, and/or Specific Skills Needed in This Ministry:**

Must first have a heart for the ministry and love kids. Likes to work with people and see them grow and develop into all they are called by God to be. Gifts: With great integrity and character this person has Leadership and managing skills, equipping and training skills; likes to encourage; organizational skills are helpful; team builder; can be detail orientated. The goal is that someday this person would become a room leader.

### **Length of Commitment:**

One year at a time.

### **Flexibility:**

Just ask when you need time off.

### **Responsible to:**

Room Leader and Coordinators

### **Training Provided:**

Yes

For further information contact:

[asalisbury@santacruzibible.org](mailto:asalisbury@santacruzibible.org)

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Director: Ani Salisbury

## Storyteller

### Ministry Goals:

- To engage children and teach them Biblical truths through the use of flannel boards, storybooks, props and object lessons.

### Ministry Specifics:

This person will help the Coordinator ensure:

- They receive a story to be shared at least one week in advance
- The story is well rehearsed and ready to be shared
- The story is a Biblically accurate and creatively written story
- Any concerns related to the stories will be shared with the coordinator

### Time Required:

On average 2-3- hours depending upon how fast one learns. We ask that you also attend worship service regularly in addition to your serving time.

### Time: Normal service hours. Choice of:

Saturday 6:00 service (5:30-7:30)

Sunday 9:00 service (8:30-10:30)

11:00 service (10:45-12:30)

### Location:

Downstairs Children's Center and Nursery in Main Worship Center.

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Must first have a heart for the ministry and love kids. Gifts: A willingness to let God use you in this area.

### Length of Commitment:

One year at a time.

### Flexibility:

Always, we would just ask that you help replace yourself when you need time off.

**Responsible to:** Coordinator

**Training Provided:** Yes

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Director: Ani Salisbury

## Room Leader & Assistant Room Leader

### Ministry Goals:

- Smoothly transition the class through the various parts of the ministry hour.
- Engage children, helping them learn biblical truths in fun, relevant ways.
- Build relationships with both the children and the parents of your service hour.
- Build relationships with classroom team, building them up and encouraging them to grow in their giftedness. Fellowship outside the classroom to build camaraderie and team spirit.
- Support your classroom team and the children of your hour by praying regularly for them.

### Ministry Specifics:

This person will be in a mentoring process where they learn to help the Room Leader ensure:

- Their classroom is well staffed
- Helpers are equipped and trained to do the ministry
- The classroom is safe, clean and sanitary
- The classroom is equipped and ready for teaching
- The classroom is supplied with all the necessary supplies (diapers, crackers, crayons, paper etc.)
- Their room team comes early to pray and commit the ministry to God and for His glory.

### Time Required:

On average 2.5 hours and sometimes 3-4 hours a week. We ask that you also attend worship service regularly in addition to your serving time.

### Location:

Downstairs Children's Center and Nursery in Main Worship Center

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Must first have a heart for the ministry and love kids. Likes to work with people and see them grow and develop into all they are called by God to be. Gifts: With great integrity and character this person has Leadership and managing skills, equipping and training skills; likes to encourage; organizational skills are helpful; team builder; can be detail orientated. The goal is that someday this person would become a coordinator.

### Length of Commitment:

One year at a time.

### Flexibility:

Just help replace yourself when you need time off.

### Time: Normal service hours. Choice of:

Saturday 6:00 service (5:30-7:45), Sunday 9:00 service (8:30-10:45); 11:00 service (10:45-12:45)

### Responsible to:

Coordinator & Assistant Coordinator

### Training Provided: Yes

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Director: Ani Salisbury

## Pre-school Puppeteer

### Ministry Goals:

- To bring the program to life by entertaining the children in a relevant way.
- To use imagery to communicate the gospel.
- To train others who are willing and able to work backstage.

### Ministry Specifics:

This person will help the Coordinator ensure:

- They receive a puppet skit at least one week in advance
- They practice and are well prepared.
- That there is a desire for excellence when teaching through a puppet

### Time Required:

On average 2-3- hours depending upon how fast one learns. We ask that you also attend worship service regularly in addition to your serving time.

### Time: Normal service hours. Choice of:

Saturday 6:00 service (5:30-7:45)

Sunday 9:00 service (8:30-10:45)

11:00 service (10:45-12:45)

### Location:

Downstairs Children's Center and Nursery in Main Worship Center

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Must first have a heart for the ministry and love kids. Gifts: Service

### Length of Commitment:

One year at a time.

### Flexibility:

Always, we would just ask that you help replace yourself when you need time off.

### Responsible to:

Coordinator and MC

### Training Provided: Yes

For further information contact:

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Director: Ani Salisbury

## **Pre-school MC (Master of Ceremonies)**

### **Ministry Goals:**

- Bring the program to life by entertaining the children in a relevant way.
- To train and equip other potential MCs.

### **Ministry Specifics:**

This person will help the Coordinator ensure:

- Children experience a true sense of worship through relevant and creative ways.
- The children's worship team is ready for their week to teach.
- Puppeteers are prepared.
- The team practices and seeks excellence in their teaching.
- There is a desire for excellence when teaching through a puppet.
- Order is upheld in the room with children obeying and respecting any rules.
- Help recruit and train up new people when necessary.

### **Time Required:**

On average 2-3 hours, depending upon how fast one learns. We ask that you also attend worship service regularly in addition to your serving time.

### **Time: Normal service hours. Choice of:**

Saturday 6:00 service (5:30-7:45)

Sunday 9:00 service (8:30-10:45)

11:00 service (10:45-12:45)

### **Location:**

Downstairs Children's Center and Nursery in Main Worship Center

### **Gifts, Talents, and/or Specific Skills Needed in This Ministry:**

Must first have a heart for the ministry and love kids. Likes to work with People and see them grow and develop into all they are called by God to be. Gifts: Leadership, teaching and encouragement.

### **Length of Commitment:**

One year at a time.

### **Flexibility:**

Always, we would just ask that you help replace yourself when you need time off.

### **Responsible to:**

Coordinator

### **Training Provided:** Yes

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Director: Ani Salisbury

## **TRC Helper**

(TRC: Teachers Resource Center)

### **Ministry Goals:**

- To assist the TRC Coordinator to keep the TRC stocked, tidy, & organized. This is a “behind the scenes” role.

### **Ministry Specifics:**

This person will help:

- Order supplies other than craft supplies.
- Purchase snacks and other supporting material.
- Ask room leaders and coordinators what needs they may have.
- Keep track of all receipts and turn them in no later than 60 days. Preferably as soon as possible.
- Make sure the TRC is kept neat and tidy.
- Keep track of what items are running low and report to TRC Coordinator.
- Make purchases when approved by the Preschool Director
- Use good stewardship when making purchases.

### **Time Required:**

On average 2-4 hours and seasonally 4-6 hours a week. The hours in this position are fairly flexible. We ask that you also attend worship service regularly in addition to your serving time.

### **Time:**

Whatever works best for you and the TRC Coordinator.

### **Location:**

Mostly the TRC.

### **Gifts, Talents, and/or Specific Skills Needed in This Ministry:**

Gifts: Likes to shop for good deals. Like to serve behind the scenes yet have a significant ministry impact. Organizational and administrative skills are helpful.

### **Length of Commitment:**

One year at a time.

### **Flexibility:**

Very flexible

### **Responsible to:**

TRC Coordinator / Preschool Director

### **Training Provided:**

Yes, but mostly this is something that comes naturally.

For further information contact:

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Director: Ani Salisbury

## **T.R.C. Coordinator**

(TRC: Teacher Resource Center)

### **Ministry Goals:**

- To maintain the TRC as a well-stocked, clean and organized resource, enabling room leaders to focus on their responsibilities.

### **Ministry Specifics:**

This person will help:

- Order supplies for crafts
- Clean and straighten bins periodically
- Make periodic checks on the operation of helium tank and copier
- Keep track of all receipts and turn them in no later than 60 days, preferably as soon as possible.

### **Time Required:**

On average 2-4 hours and seasonally 4-6 hours a week. The hours in this position are fairly flexible. We ask that you also attend worship service regularly in addition to your serving time.

### **Time:**

Whatever works best for you.

### **Location:**

Mostly the TRC and Costco.

### **Gifts, Talents, and/or Specific Skills Needed in This Ministry:**

Gifts: Likes to shop for good deals. Like to serve behind the scenes yet have a significant ministry impact. Organizational and administrative skills are helpful.

### **Length of Commitment:**

One year at a time.

### **Flexibility:**

Very flexible

### **Responsible to:**

Preschool Craft Coordinator, Pre-school Director and Children's Pastor

### **Training Provided:** Yes.

For further information contact:

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Director: Ani Salisbury

## Pre-school Craft Team

### Ministry Goals:

- Assist Craft Coordinator to complete all assigned crafts 4 weeks in advance.
- Recruit other team members to help.

### Ministry Specifics:

This person will help:

- Find crafts to match to a lesson to be taught.
- Complete craft preparation 4 weeks in advance
- Assess the craft's success, and note changes for future use.
- Help assemble Discipleship Books.
- Turning in all receipts for craft material to be reimbursed within 30 days

### Time Required:

On average 2-4 hours and seasonally 4-10 hours a week. The hours are fairly flexible and the workload will depend upon the crafts that the team chooses. We do ask that you also attend worship service regularly in addition to your serving time.

### Time:

Whatever works best for you and the team.

### Location:

Whatever works best for the team (work room can be provided at the church.)

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Must first have a heart for the ministry and love kids. Likes to work with a team and see them grow and develop into all they are called by God to be. Gifts: Likes to make crafts and help others to do the same.

### Length of Commitment:

One year at a time.

### Flexibility:

Very flexible

### Responsible to:

Preschool Craft Coordinator, Pre-school Director and Children's Pastor

### Training Provided:

Yes, but mostly this is something that comes naturally.

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831-429-1162 x 247



Director: Ani Salisbury

## Pre-school Craft Team

### Ministry Goals:

- Assist Craft Coordinator to complete all assigned crafts 4 weeks in advance.
- Recruit other team members to help.

### Ministry Specifics:

This person will help:

- Find crafts to match to a lesson to be taught.
- Complete craft preparation 4 weeks in advance
- Assess the craft's success, and note changes for future use.
- Help assemble Discipleship Books.
- Turning in all receipts for craft material to be reimbursed within 30 days

### Time Required:

On average 2-4 hours and seasonally 4-10 hours a week. The hours are fairly flexible and the workload will depend upon the crafts that the team chooses. We do ask that you also attend worship service regularly in addition to your serving time.

### Time:

Whatever works best for you and the team.

### Location:

Whatever works best for the team (work room can be provided at the church.)

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Must first have a heart for the ministry and love kids. Likes to work with a team and see them grow and develop into all they are called by God to be. Gifts: Likes to make crafts and help others to do the same.

### Length of Commitment:

One year at a time.

### Flexibility:

Very flexible

### Responsible to:

Preschool Craft Coordinator, Pre-school Director and Children's Pastor

### Training Provided:

Yes, but mostly this is something that comes naturally.

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Director: Ani Salisbury

## **Pre-school Craft Coordinator**

### **Ministry Goals:**

- To have crafts completed and put together with all necessary supplies 4 weeks in advance.
- To plan out all crafts 6 months in advance
- Recruit new craft team members and delegate responsibility.

### **Ministry Specifics:**

This person will help ensure:

- That a team is developed to share work together to design, choose & create crafts.
- Relevant crafts are chosen for every message 6 months in advance.
- All supplies for crafts and pre-work done 4 weeks in advance.
- Assess the craft's success, and note changes for future use.
- There are enough crafts for every child.
- Keep in close contact with the TRC Coordinator to ensure all needed supplies are available.

### **Time Required:**

On average 3-5 hours and seasonally 6-10 hours a week. The hours are fairly flexible and the workload will depend upon the crafts that you and your team choose. We ask that you also attend worship service regularly in addition to your serving time.

### **Time:**

Whatever works best for you and your team.

### **Location:**

Whatever works best for you and your team (work room can be provided at the church.)

### **Gifts, Talents, and/or Specific Skills Needed in This Ministry:**

Must first have a heart for the ministry and love kids. Likes to work with a team and see them grow and develop into all they are called by God to be. Gifts: With great integrity and character this person loves to make crafts and teach and encourage others with the same giftedness to do the same.

### **Length of Commitment:**

One year at a time.

### **Flexibility:**

Very flexible

### **Responsible to:**

Pre-school Director and Children's Pastor

### **Training Provided:** Yes

For further information contact:

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Director: Ani Salisbury

## Pre-school Curriculum Team

### Ministry Goals:

- Brainstorm curriculum ideas.
- To choose relevant, dynamic, original curriculum that engages children and assists in the learning process.
- To have curriculum completed 6 months in advance and ready for fine-tuning by the preschool director.

### Ministry Specifics:

This person will help the Pre-school director by

- Helping to develop seasonal teaching plans.
- Working with a team of lay leaders to write and develop lessons.
- Always looking for new ways to help make the lesson more life changing.

### Time Required:

On average 2-3- hours/week depending upon how involved you and your team want to be. We ask that you also attend worship service regularly in addition to your serving time.

### Location:

To be determined.

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Must first have a heart for the ministry and love kids. Likes to work with people and see them grow and develop into all they are called by God to be. Gifts: With great integrity and character this person has Leadership and managing skills, equipping and training skills; likes to encourage; organizational skills are helpful; team builder; can be detail orientated. This person should like to exegete the Word and see it dynamically taught in relevant ways to Preschoolers. Writing and teaching skills are helpful.

### Length of Commitment:

One year at a time.

### Flexibility:

Always, provided the curriculum is done on time

### Responsible to:

Curriculum Team Coordinator and Pre-school Director

### Training Provided: Yes

For further information contact:

[asalisbury@santacruzibible.org](mailto:asalisbury@santacruzibible.org)

831-429-1162 x 247



Director: Ani Salisbury

## **Pre-school Curriculum Team Coordinator**

### **Ministry Goals:**

- To coordinate the curriculum team.
- Facilitate brainstorm sessions.
- To choose relevant, dynamic, original curriculum that engages children and assists in the learning process.
- To have curriculum completed 6 months in advance and ready for fine-tuning by the preschool director.

### **Ministry Specifics:**

This person will help the Pre-school director by

- Helping to develop seasonal teaching plans.
- Working to develop a team of lay leaders who enjoy writing and developing lessons.
- Making sure that the lessons are Biblically sound and ministry relevant.
- Always looking for new ways to help make the lesson more life changing.
- Working with and encouraging the people who write puppet skits and any other specialty area of creating the curriculum.

### **Time Required:**

On average 2-3- hours/week depending upon how involved you and your team want to be. We ask that you also attend worship service regularly in addition to your serving time.

### **Location:**

To be announced

### **Gifts, Talents, and/or Specific Skills Needed in This Ministry:**

Must first have a heart for the ministry and love kids. Likes to work with people and see them grow and develop into all they are called by God to be. Gifts: With great integrity and character this person has Leadership and managing skills, equipping and training skills; likes to encourage; organizational skills are helpful; team builder; can be detail orientated. This person should like to exegete the Word and see it dynamically taught in relevant ways to Preschoolers. Writing and teaching skills are helpful.

### **Length of Commitment:**

One year at a time.

### **Flexibility:**

Always, provided the curriculum is done on time

### **Training Provided:** Yes

For further information contact:

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Director: Ani Salisbury

## Pre-school Coordinator

### Ministry Goals:

To ensure that their worship service runs smoothly with each classroom adequately staffed and prepared. To motivate and encourage each servant. To provide a fun, safe environment for children to experience and learn about God's love. Pray for your ministry team and the children at your hour of service.

### Ministry Specifics:

This person will help ensure:

- Maintain close relationship with preschool director.
- Build and maintain relationships that encourage and motivate the volunteer staff for that hour.
- All the rooms are well staffed and that volunteers are serving in their area of giftedness.
- Room leaders, assistants & helpers are equipped and trained to do the ministry.
- Rooms are safe, clean and sanitary.
- Rooms are equipped and ready for teaching.
- Rooms are stocked with all the necessary supplies (diapers, crackers, crayons, paper etc.).
- Recruitment of new volunteers to serve.
- Everyone comes early to pray and commit the ministry to God and for His glory.

### Time Required:

On average 5-6 hours and seasonally 6-10 hours a week. We ask that you also attend worship service regularly in addition to your serving time.

### Time: Normal service hours. Choice of:

Saturday 6:00 service (5:30-7:45)

Sunday 9:00 service (8:30-10:45)

11:00 service (10:45-12:45)

Additional hours are very flexible to make phone calls etc.

**Location:** Downstairs Children's Center and Nursery in Main Worship Center

### Gifts, Talents, and/or Specific Skills Needed in This Ministry:

Must first have a heart for the ministry and love kids. Likes to work with people and see them grow and develop into all they are called by God to be. Gifts:

With great integrity and character this person has leadership, managing, administrative and equipping skills; likes to encourage; has organizational skills; team builder and can be detail orientated.

### Length of Commitment:

One year at a time.

### Flexibility:

No problem, just replace yourself when you need time off.

### Responsible to:

Pre-school Director and Children's Pastor

**Training Provided:** Yes

For further information contact:

[asalisbury@santacruzibible.org](mailto:asalisbury@santacruzibible.org)

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