*Edit the content of this page to fit your ministry setting. Then remove this note.*

**AN INSIDE LOOK…**

**SHEPHERDS’ COACH**

**KINGDOM QUEST**

## Sunday 9:15 a.m.

*We invite you to be a ministry partner with us. Please pray and search God’s will to see if he is calling you to this ministry. The following is a brief description of what this ministry involves.*

**Overview**

1. **Your primary task**:

Bring kids to know, love and follow Jesus! Help empower and support your shepherds and build meaningful relationships with them. Coach new shepherds by watching them assist the current shepherds and then, when ready, let them try shepherding for themselves. Be available during class for any discipline problems. Encourage shepherds to attend training events when you will help them connect as a group. Help your shepherds by inviting others to join this ministry group as a new shepherd.

1. **Your “go to” person:**

Ministry assistant on staff or Children’s Ministry Director.

1. **Time commitment**:

Sunday mornings from 9:00 a.m. to 10:30 a.m. You may serve during the school year or the summer months or commit for the entire calendar year.

1. **What to do when you will be absent:**

Please check your calendar for the dates when you know you will be absent. Fill out the form that advises the staff about probable absences. The staff will help step in for shepherds, coaches or notify other coaches to share responsibilities. If you have a last minute illness or cannot make it on a Sunday, please call a staff member.

1. **Please help us invite new ministry partners:**

As you talk to other parents and friends, share with them the fulfillment and fun you receive from this ministry. Invite them to come and visit to see if God is calling them to serve in children’s ministry as well. Help us continue our ministry by bringing in more ministry partners!

**Responsibilities**

1. **Your preparation**:

Your lesson is available in your *Lesson Notebook*. During the week, use the *Shepherd’s Path* as a personal devotion tool so that you can experience God’s truth for yourself. Pray for your shepherds during the week. Then, please take time to read through your lesson in advance and contact us if you have any questions.

1. **Arrival**:

Please arrive no later than 9:00 a.m. to gather for prayer with your shepherds. Make sure supplies are in the small group area and give any explanations about how supplies are used in the lesson. Provide personalized assistance and coaching to new shepherds or substitutes. Oversee the children entering the room and help them find their appropriate place. Remind the shepherds when it is large group time. This will help all involved stay on schedule. During large group, escort kids to the restrooms if needed. Be available for any discipline challenges a shepherd may face. If a child is removed from a group, talk to that child and encourage appropriate behavior. During small group application time, hand out gifts to the visitors in your grade level. For the last five to ten minutes, dim the lights for prayer. Help oversee the dismissal process of the children and connect with the parents who enter the room. Hand out post cards that shepherds will sign and write short notes to visitors or kids that have been consistently absent.

1. **Wrap-up**:

Check with shepherds to see if they have any concerns. Collect postcards for visitors and absentees. Turn them in to the welcome team to be mailed.

1. **Follow-up**:

During the week, please contact your shepherds and ask them if they have any questions or prayer requests.

1. **Training:**

Work with the shepherds to find the best time for a team meeting to evaluate the ministry and discuss a training topic. Make sure all shepherds have a ministry partner handbook.