

Setup Captain Job Description:

1. Attend the one captain meeting if possible
2. Create a map of the setup of all activities and consult with Chair of the Event
3. Inflatables will be set up by rental company – include on map
4. Verbally touch base with each member of your team describing their job descriptions
5. Supervise setup of the event from 3:00pm – 5:00pm
6. Contact the Chair of the Event with any concerns or questions

Setup Team Member Job Description:

1. Arrive at the church at 3:00pm.
2. Set up chairs, tables, and set out the games (but do not set up games)
3. Other duties as designated by the team captain
4. Notify the team captain if you are unable to serve

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Food Captain Job Description

1. Attend the one captain meeting if possible
2. Verbally touch base with each member of your team describing their job descriptions
3. Create a menu for 200 people. Please consult with Chair of the Event regarding menu.
4. Utilize budget of \$300 (not inclusive of donations) and purchase food
5. Contact donors to ask for food or cash donations
6. Contact the Chair of the Event with any concerns or questions
7. Be present to supervise volunteers from 4:00 – 7:30pm
8. Please save all receipts for reimbursement and/or reconciliation with Wal-Mart charge card

Food Team Member Job Description

1. Arrive at 4:00pm and plan to stay until 7:30pm to prepare the food, serve the food, and clean up.
2. Other duties as designated by the team captain
3. Notify the team captain if you are unable to serve

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Games Captain Job Description

1. Attend the one captain meeting if possible
2. Verbally touch base with each member of your team describing their job descriptions
3. Create three different game stations for guests
4. Contact donors to ask for materials/prize or cash donations
5. Utilize your budget of \$150 to purchase game supplies and prizes
6. Contact the Chair of the Event with any concerns or questions
7. Be present to supervise volunteers from 4:45 – 7:15pm

8. Please save all receipts for reimbursement and/or reconciliation with Wal-Mart charge card

Games Team Member Job Description

1. Welcome all guests with a welcoming, friendly, and hospitable manner.
2. Arrive at 4:45pm and contact your team captain for instructions
3. Lead games and have fun with guests
4. Other duties as designated by the team captain
5. Notify the team captain if you are unable to serve

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Crafts Team Captain Job Description

1. Attend the one captain meeting if possible
2. Verbally touch base with each member of your team describing their job descriptions
3. Create three different craft stations with a craft at each station
4. Contact donors to ask for materials for crafts
5. Utilize your budget of \$150 to purchase crafting items
6. Review crafts with volunteers prior to the event
7. Contact the Chair of the Event with any concerns or questions
8. Be present to supervise volunteers from 4:45 – 7:15pm
9. Please save all receipts for reimbursement and/or reconciliation with Wal-Mart charge card

Crafts Team Member Job Description

1. Welcome all guests with a welcoming, friendly, and hospitable manner.
2. Arrive at 4:45pm and contact your team captain for instructions
3. Lead crafts and have fun with guests
4. Other duties as designated by the team captain
5. Notify the team captain if you are unable to serve

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Advertising Team Captain Job Description

1. Attend the one captain meeting if possible
2. Verbally touch base with each member of your team describing their job descriptions
3. Create a banner for advertising in front of the church & set banner up with team
4. Create 11x17 posters to advertise around town and distribute with team members
5. Create handbills that will be inserted in bulletins for members to give to an unchurched family
6. Explore a social media campaign and refine budget
7. Utilize your budget to create advertising (budget TBD)
8. Contact donors to ask for materials for crafts
9. Contact the Chair of the Event with any concerns or questions
10. Please save all receipts for reimbursement

Advertising Team Member Job Description

1. Assist team captain with setting up advertising banner

2. Distribute 11x17 posters around town in key positions to advertise event
3. Other duties as assigned by team captain
4. Notify the team captain if you are unable to serve

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Cleanup/Tear Down Team Captain Job Description

1. Verbally touch base with each member of your team describing their job descriptions
2. Supervise tear down & cleanup of the event beginning at 7:00pm
3. Utilize clean up team and direct them for most efficient and thorough tear down
4. Contact the Chair of the Event with any concerns or questions

Cleanup/Tear Down Team Member Job Description

1. Be available at 7:00pm and report to Team Captain for tear down direction
2. Inflatables will be stored and removed by the rental company
3. Other duties as designated by the team captain
4. Notify the team captain if you are unable to serve

Prayer Team Captain Job Description

1. Attend the one captain meeting if possible
2. Verbally touch base with each member of your team encouraging them to pray for the event
3. Do a prayer walk with your team and other interested church members one week prior to the event.
4. Communicate with the congregation during announcements in both services on Aug. 26 & Sept. 2, encouraging them to be in prayer for the event. Instruct the congregation to set a timer on their phones to go off every day at a specific time to remind them to pray. Captain can write a prayer and distribute to the congregation if he desires
5. Contact the Chair of the Event with any concerns or questions

Prayer Team Member Job Description

1. Be in daily prayer for the event throughout month of August and into September
2. Specifically pray for opportunities to invite children and families into our church so that we can make disciples of Jesus Christ
3. Notify the team captain if you are unable to serve
4. Other duties as designated by the team captain

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Greeter Job Description

1. Greet families as they arrive and show them hospitality and care
2. Attend to any questions they may have about restrooms, etc.
3. Hand out a "Next Steps" flier to folks as they arrive that invites children and families to Wednesday eve children, youth, and adult ministries.

Bicycle Give Away (3 bikes for different age groups)

Give goodie bag to children when they fill out a form for the bike raffle

Goodie bag will include an invitation flier to Wednesday Night Activities

Bike Raffle Form to include:

Parent Name

Child Name

Child Age

Parent Cell Phone Number