



Weekly Schedule: Childcare & Children's Ministry Director (12 Hours/Week)

TUESDAYS (4 hours) – Weekly Program Night

Time: 4:30 PM – 8:30 PM

Location: RPI Site

1. **4:30–5:30 PM – Program Setup**
 - Prepare the childcare room
 - Refreshments
 2. **5:30–6:00 PM – Welcoming & Greeting**
 - Greet families in the lobby
 - Direct children ages 2–5 to the childcare space
 3. **6:00–7:30 PM – Childcare Supervision**
 - Engage children in age-appropriate care and activities
 4. **7:30–7:45 PM – Parent Connection**
 - Chat and connect with parents
 5. **7:45–8:00 PM – Debriefing Meeting**
 - Join team for a quick reflection in the Hub
 6. **8:00–8:30 PM – Cleanup**
 - Program cleanup (Childcare room, refreshment/coffee table, kitchen, and foyer if needed)
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SATURDAYS (4.5 hours) – Weekly Worship & Program

Time: 4:30 PM – 9:00 PM

Location: RPI Site

1. **4:30–5:30 PM – Setup**
 - Prepare children's ministry room(s) and refreshments
2. **5:30–6:00 PM – Welcome/Sign-In**
 - Greet and register families
3. **6:00–7:15 PM – Children's Ministry Program**
 - Oversee and lead worship and lessons
4. **7:15–8:00 PM – Fellowship & Support**
 - Engage in community fellowship
 - Assist Food Bank team if needed



5. **8:00–8:30 PM – Cleanup**
 - Clean ministry space, CM kids' refreshment area, foyer, and kitchen (as needed)
 6. **8:30–9:00 PM – Debrief with Pastor Naim**
 - Reflect on wins, challenges, and next steps
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WEDNESDAYS (1.5 hours) – Team Collaboration

Time: Flexible

Location: RPC Bearspaw / Remote

1. **RPC Children's Ministry Meeting**
 - Collaborate on shared goals, vision, and planning
 2. **RPI Google Doc Review**
 - Stay informed on weekly church service and outreach updates
 - Note how children's ministry collaborates and thrives
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FLEXIBLE SLOT (2 hours) – Admin & Program Prep

Day/Time: At Your Discretion

Location: Remote or Office

1. **Program Preparation**
 - Plan activities and prepare materials for Tuesday & Saturday programs
 2. **RPC Communications**
 - Respond to emails and phone calls
 3. **Weekly Newsletter**
 - Write and send Children's Ministry update to RPI families
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Outreach Term Hiatus Adjustment

During each 2-week break between outreach terms (4 times per year), Tuesday hours will be rescheduled in coordination with the team to maintain the total 12 weekly hours.