

# **EDUCATION TEAM**

# Education Director

**Reports to:** Associate or Executive Pastor

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff.

## **Responsibilities**

1. The Education Director will oversee the following ministries and their leaders:
  - a. Nursery
  - b. KaPOW Kids
    - i. Kids Church
    - ii. Sunday School
    - iii. VBS
  - c. EmPOWER Student Ministries
    - i. EmPOWER Youth
      1. EmPOWER Youth Committee
  - d. POWERhouse Hyphen
    - i. Campus Ministry
  - e. Adult Education
    - i. Adult Sunday School
    - ii. Discipleship
    - iii. Adult Teachers
  - f. Bible Quizzing
    - i. Beginners
    - ii. Juniors
    - iii. Intermediate
    - iv. Senior
  - g. Education Administrator
2. Fulfill the responsibilities of a ministry director, which includes:
  - a. Plan and direct the Education Department leader meetings regularly.
  - b. Attend leadership meetings regularly.

- c. Maintaining monthly and annual calendars as related to their ministries.*
  - d. Report all things involving their ministries to the pastoral staff regularly.*
- 3. Communicate and support the vision and direction of the church and the pastor
- 4. Ensure that events are scheduled as follows for each Education ministry:
  - a. KaPOW Kids - one VBS per year, quarterly awards, Kids Choir (at least twice per year), Spring and Christmas presentations*
  - b. EmPOWer Youth - at least one spiritual and one casual event per month, sectional and district events where applicable, Youth retreat once a year*
  - c. Discipleship - as needed*
  - d. New members Luncheon and Class - at least twice per calendar year*
  - e. Bible Quizzing - Fall kickoff event, then as scheduled per division*
- 5. Offer support, advice, and guidance as needed to the ministries under their responsibility, including training.
- 6. All activities must be approved in the leadership team meeting or by pastoral staff.
- 7. Provide a safe and inclusive environment whereby members and guests are given the opportunity to learn the doctrines and teachings of the Word of God
- 8. Provide diversity in both teachers and methods to further enhance biblical knowledge among every age group and gender
- 9. Be aware of new ideas by attending conferences and workshops and reading various publications.
- 10. Implement ideas under the direction of the pastoral staff
- 11. Foster an environment of creativity among the education leaders
- 12. Develop and implement curriculum which engages every member and guest.
- 13. Any reservations, subscriptions, or purchases should be approved in advance.
- 14. All activities and events should be designed to be outreach-driven and inclusive of non-members.
- 15. Uphold the Guidelines for Leadership and Public Ministry for all leaders and their participants.
  - a. Address any concerns with the team member with another leader present.*
  - b. Allow for the team member to rectify their behavior or dress.*
  - c. Communicate to the Pastor anyone who continues to violate the policies.*
- 16. Foster spiritual disciplines among the Education ministries.
- 17. Communicate frequently with the pastoral staff informing them of scheduled events, problem areas, successes, and ideas.
- 18. Audit, and rectify, if necessary, all required paperwork including background checks, ministry involvement forms, and the like to keep in compliance with church insurance requirements.
- 19. Provide training each calendar year to all education ministry leaders, teachers, and workers on the Sexual Harassment Policy and the Sunday School/Children/Youth Policy as directed by our insurance and the senior pastor.
- 20. Direct the Education Administrator in their duties.

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**Printed Name**

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**Date**

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**Signed**

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**Date**

# Education Team Administrator

**Reports to:** Education Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.

## **Responsibilities**

1. Work to maintain unity between the Ministry Director and the team members
2. Maintain all paperwork for their respective ministry accurately
3. Respond to Planning Center requests immediately so the position is filled prior to services.
4. Maintain all financial information, if necessary, through the church treasurer.
5. Keep accurate, legible documentation for events, facilities, monies, and church requirements readily available via electronic or printed means.
6. Perform secretarial duties including:
  - a. *Timely correspondence with all team members under their purview*
  - b. *Keep accurate notes, action items, and ideas from ministry meetings.*
  - c. *Communicate with other admins concerning scheduling, events, or volunteer conflicts*
  - d. *Notify team members of all communications from the pastoral staff when necessary*
  - e. *Follow up as required from meetings or communications to the proper staff*
  - f. *Communicate the desires of the Ministry Director in a timely manner and as necessary*
7. Keep accurate attendance at all meetings and events under their ministry.
8. Provide information on absentees, first-time guests, or actionable items to pastor, associate pastor, and the guest follow up team (for first time guests only).
9. Provide support as needed to team members needing paperwork, requisitions, or approvals.
10. Notify immediately the Education Director of any personnel, safety, or leadership issues.

## **Planning**

1. Maintain a ministry calendar for your teams
2. Verify availability of dates, times, and locations with the office staff prior to scheduling any events.
3. Work with church and pastoral staff for needed requisitions, approvals, or needs.

4. Work with team leadership to maintain volunteers, accountability, and follow up.
5. Design and execute systems to keep the team timely and focused on the vision
6. Provide all forms necessary, including training team members, on systems that the church uses.
7. Communicate approvals/denials immediately to the respective team member.

### **Website**

1. Check accuracy of all information on the church calendar and website for your respective team.
2. Alert proper staff immediately when changes on the website or church calendar need to be made or are inaccurate.
3. Make sure detailed information for any events, meetings, or groups are given to the social media/marketing team with ample notice.

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***Printed Name***

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***Date***

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***Signed***

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***Date***

# Nursery Leader

**Reports to:** Education Director

**Term:** One Year

## Qualifications

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
3. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
4. Must be committed to the church and its teachings, welfare, progress, and growth.
5. Share the goals and values of the church's leadership.
6. Maintain a good attitude and stay positive.
7. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
8. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
9. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
10. Must be faithful in attendance and dependable in accomplishing duties.
11. Must be approved by the pastoral staff and Education Director.

## Responsibilities

1. To provide qualified nursery workers for regularly scheduled church services and some special functions.
2. Respond to Planning Center requests immediately so the position is filled prior to services.
3. Ensure all workers have completed the following prior to working in the nursery:
  - a. *Submit completed Child and Youth Worker Applications on all volunteers*
  - b. *Submit background checks on all applicants.*
  - c. *Receive signed Nursery Worker ministry covenant from each volunteer.*
  - d. *Received and signed the Nursery Policy and Sunday School/Child/Youth Worker Policy*
4. Schedule adequate nursery workers to be present before children are allowed in the nursery.
5. *If a nursery worker needs to be absent, another nursery worker needs to be scheduled in their place.*
6. *Except for emergencies, 48-hour notice is appreciated.*
7. Provide ample supply of snacks and drinks for the nursery through the Supply Coordinator.
8. Ensure children and nursery workers who feel ill are **not** in the nursery.
  - a. *Any child with any potentially contagious condition or that has had a fever in the past 24 hours should not be allowed into the nursery.*
9. At the end of each service or a special event, ensure nursery workers do the following:
  - a. *Wipe the changing pad and tables with the disinfectant wipes provided.*
  - b. *Run the vacuum cleaner where needed.*
  - c. *Supervise the picking up of toys.*
  - d. *Wipe down everything used by the children.*
  - e. *Deposit trash from the trash can in the dumpster.*
10. Train nursery workers on the do's and don'ts of administering punishment in the nursery.
  - a. *Nursery workers do not have the authority to administer corporal punishment.*
  - b. *If a child needs more discipline than the worker is able to provide, the worker should seek out the parent and ask the parent to take charge of the child.*
11. Provide a safe environment for children.

- a. *Do not allow children to climb on tables, chairs, or any place where they might fall.*
  - b. *In case of injury, first-aid kits are available in the room and you may need to contact the parent if necessary.*
  - c. *Children may only be picked up by the parents of the child unless other arrangements have been made.*
  - d. *Older children should not drop off or pick up children from the nursery.*
12. *Ensure proper procedures are established and followed for drop off and release of children.*
13. *Children may be dropped off fifteen minutes before service and should be picked up no later than fifteen minutes after service.*
14. *Any diaper bags, cups, or other belongings must be clearly marked with the child's name.*
15. *Report any problems to the Executive pastor, including injury, illness, signs of abuse, or significant discipline problems.*
16. *Parents should be informed of any such problem regarding their children.*
17. *If you need assistance for any reason, have an usher contact the pastor's wife.*
18. *If the nursery has no children for that service, release any nursery workers to participate in the service. Workers on schedule should look for late arrivals and guests who might want to drop their children off during the service and be prepared to take care of those children.*

**This is a ministry! Be kind and loving!**

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**Printed Name**

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**Date**

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**Signed**

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**Date**

# Nursery Worker

**Reports to:** Nursery Leader

**Term:** One Year

## Qualifications

1. A Nursery Worker must be a regular attendee of The Pentecostals of The Woodlands (POW).
2. Must have followed Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ and received the gift of the Holy Ghost with the evidence of speaking in other tongues or actively seeking the Holy Ghost.
3. Supporting the work of the assembly with prayer, tithes, and offerings.
4. Must be loyal and faithful to the Pastor and his teachings.
5. Maintain a good attitude and stay positive.
6. A Nursery Worker must be approved by the pastor.
7. No one is permitted to take care of children in the nursery unless she or he has submitted a worker's application to the office and has been approved by the pastor.
8. Volunteer forms and applications are available in the church office.

## Responsibilities

1. The church provides qualified nursery workers for regularly scheduled church services and some special functions.
2. Respond to Planning Center requests immediately so the position is filled prior to services.
3. *Supervision.* A nursery worker must be present before children are allowed in the nursery.
4. *Food and drink.* The church will provide snacks and a drink for toddlers. Parents must bring bottles for bottle-fed infants.
5. *Care.* Please make sure all babies diapers are changed when needed.
  - a. *If a child is potty trained, do not let them leave the nursery alone.*
  - b. *If you are the only nursery worker and a child needs to go to the restroom, have an usher contact another nursery worker to help you temporarily.*
6. *Illness.* Children or nursery workers who feel ill should **not** go into the nursery.
  - a. *Any child with any potentially contagious condition or that has had a fever in the past 24 hours should not be allowed into the nursery.*
7. *Cleanup.* At the end of each service or a special event, nursery workers should do the following:
  - a. *Wipe the changing pad and tables with the disinfectant wipes provided.*
  - b. *Run the vacuum cleaner where needed.*
  - c. *Supervise the picking up of toys.*
  - d. *Wipe down everything used by the children.*
  - e. *Deposit trash from the trash can in the dumpster.*
8. *Age.* The nursery is available for children up to age 30 months during regular services.
  - a. *If an older child needs to be taken out of the service, the parent (or adult relative/friend who has parental permission) may take the child to the hall and supervise the child there.*
9. *Discipline.* Nursery workers do **not** have the authority to administer corporal punishment.
  - a. *If a child needs more discipline than the worker is able to provide, the worker should ask the parent to take charge of the child.*
10. *Safety.* Do not allow children to climb on tables, chairs, or any place where they might fall. In case of injury, first-aid kits are available in the room and you may need to contact the parent if necessary.
11. *Drop-off and pick-up.* Children may be dropped off fifteen minutes before service and should be picked up no later than fifteen minutes after service.



- a. Children may only be picked up by the parents of the child unless other arrangements have been made.
  - b. Older children should not drop off or pick up children from the nursery.
12. *Children's belongings.* Any diaper bags, cups, or other belongings must be clearly marked with the child's name.
13. *Problems.* Report any problems to the Executive pastor, including injury, illness, signs of abuse, or significant discipline problems.
- a. Parents should be informed of any such problem regarding their children.
14. *Assistance.* If you need assistance for any reason, have an usher contact the pastor's wife.
15. *Attendance.* Nursery attendants should arrive 20 minutes before service begins.
- a. If a nursery worker needs to be absent, he or she should notify the executive pastor and the church Office Manager in advance.
  - b. Except for emergencies, 48-hour notice is appreciated.
16. If the nursery has no children for that service, the nursery worker may step out and participate in the service. However, those workers on schedule should look for late arrivals and guests who might want to drop their children off during the service and be prepared to take care of those children.

**This is a ministry! Be kind and loving!**

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**Printed Name**

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**Date**

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**Signed**

\_\_\_\_\_  
**Date**

# KaPOW Kidz Director

**Reports to:** Education Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.

## **Responsibilities**

1. Fulfill the responsibilities of a ministry director, which includes attending team meetings, helping to plan the annual and monthly calendars, planning the annual ministry budget, and giving reports to the Education Director as needed.
2. All activities must be approved by the Education Director and pastoral staff.
3. Respond to Planning Center requests immediately so the position is filled prior to services.
4. Ensure full staffing of all classes at all times. Recommendations for staff changes should be submitted to the pastoral staff and Education Director for approval prior to all appointments.
5. Report all staff resignations to the Education Director and pastoral staff.
6. Order curricula and other supplies.
7. Provide the training, tools, and structure for a progressive, fresh, and effective Sunday school program.
8. Plan and promote teacher training.
9. Resolve minor conflicts involving students and teachers. (Conflicts should be resolved at the lowest level possible.) Communicate unresolved conflicts or problems with the pastoral staff and Education Director.
10. Report suspicions of child abuse, molestation, or other criminal activity immediately to the pastor. (See Sunday School and Children's Ministry Policy.) Train workers to recognize such problems.
11. Establish and implement policies and programs with the Education Director as needed.
12. *Recommendations for new policies and programs should be submitted to the Education Director and pastoral staff.*
13. *Approval is required from Education Director and pastoral staff prior to policy implementation.*
14. Ensure that rooms are properly equipped, decorated, and clean.
15. Meet with teachers on Sundays, prior to class and service, for prayer and exhortation.
16. Coordinate annual promotions on the first Sunday in September.

17. Organize and oversee day-to-day operations of Sunday school.
18. Oversee children's church activities or services.
19. Communicate frequently with the Education Director, informing them of scheduled events, problem areas, successes, and ideas.
20. Ensure that all workers follow the Sunday School and Children's Ministry Policy.

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***Printed Name***

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***Date***

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***Signed***

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***Date***

# KaPOW Kidz Church/VBS Coordinator

**Reports to:** KaPOW Kidz Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.

## **Responsibilities**

1. Oversee the general operations of KaPOW Kidz church
2. Respond to Planning Center requests immediately so the position is filled prior to services.
3. Hold KaPOW Kidz church services at least once per quarter.
4. Maintain a schedule for KaPOW Kidz church volunteers.
5. Make recommendations for new KaPOW Kidz church volunteers as needed.
  - a. *Adult KaPOW Kidz church volunteers must be approved in advance by the pastoral staff and Education Director*
  - b. *Report adult staff resignations to the pastoral staff.*
  - c. *Youth workers must be approved by the pastoral staff.*
  - d. *Youth workers should be kept to a minimum in any one service.*
6. Report suspicions of child abuse, molestation, criminal activity, or any other inappropriate activity immediately to the pastoral staff. (See Sunday School and Children's Ministry Policy.)
7. Maintain discipline in KaPOW Kidz church. (See Sunday School and Children's Ministry Policy.)
8. If it is necessary to remove a child from the service, report the problem to the Education Director or KaPOW Kidz director in a timely manner.
9. Resolve minor conflicts involving students and workers.
10. Conflicts should be resolved at the lowest level possible.
11. Unresolved conflicts or problem situations should be communicated to the pastoral staff.
12. Communicate frequently with the pastoral staff or Education Director, informing them of scheduled events, problem areas, successes, and ideas.
13. In advance of each quarter, submit to the KaPOW Kidz Director and Education Director a proposed service schedule for the next KaPOW Kidz church service.

14. If children's evangelists are desired, please do the following:
15. Submit to the pastoral staff and Education Director the name of the evangelist
16. Receive written approval from the pastoral staff to use the requested evangelist.
17. Contact the evangelist to verify available dates, times, travel requirements, and any other information that is needed.
18. Make the pastoral staff and Education Director aware of any issues that may come up immediately.
19. Ensure that workers follow the Sunday School and Children's Ministry Policy.
20. Facilitate a spirit of revival in the services, encouraging children to pray and to receive the Holy Ghost in KaPOW Kidz church.
21. A copy of the names of students and a copy of the regular routine shall be left with the KaPOW Kidz Director and the Education Administrator, in case of any emergency.

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***Printed Name***

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***Date***

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***Signed***

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***Date***

# KaPOW Kidz Teacher

**Reports to:** KaPOW Kidz Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.

## **Policy Concerning Acts against Minors**

1. At no time should physical correction be administered to a child. Professional resolve should be used in every situation when dealing with children and/or parents.
2. Any inappropriate physical contact with a child will call for immediate dismissal from position with no consideration for further reinstatement to any position(s) with underage children.
3. Two adults shall remain in the room at all times.

## **Responsibilities**

1. Begin preparing lesson by reading it on Sunday afternoon prior, if at all possible. This will enable the Spirit to talk to you all week about your lesson
2. Respond to Planning Center requests immediately so the position is filled prior to services.
3. Work on lesson in some fashion everyday.
4. Change boards quarterly to go with the theme of the Sunday School literature.
5. Check room no later than Saturday night and have everything ready to go, including props and people for skits, supplies, etc. Please do not wait until Sunday morning to ask people to participate in skits, etc. Call them ahead of time.
6. Read at least one book pertaining to the class age level of their class each year.
7. Attend teacher training programs when available.
8. Become as involved as possible with students.
  - a. *Meet their parents*
  - b. *Visit them in their homes periodically*
  - c. *Visit them or call them when they are absent*

- d. *Speak to them at least once during the week besides during Sunday School, i.e., at other church services, on the phone, via mail, etc.*
- e. *Follow up on visitors to your class*
- f. *Send a card*
- g. *Call*
- h. *Visit them if possible*

**Follow the following procedure when leaving to go out of town**

1. Tell the Education Director and pastoral staff
2. Tell the KaPOW Kidz Director a week ahead, if at all possible.
3. Prepare lesson plans
4. Name of students
5. List of usual routine.
6. Activity books, papers, etc.
7. Visuals with directions.
8. Materials for crafts with directions if necessary.

**NOTE: If the above preparations are not made, it makes it very difficult for someone else to step in and try to figure out what to do.**

A copy of the names of students and a copy of the regular routine shall be left with the KaPOW Kidz Director and the Education Administrator, in case of any emergency.

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***Printed Name***

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***Date***

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***Signed***

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***Date***

# EmPOWER Student Ministry Director

**Reports to:** Education Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for at least six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate essential communication skills, consistent follow-up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.
14. Must strive to be available for "all-church" functions and ministries.
15. Must maintain a godly character so that no reproach may come through him.
16. Be personally active in teaching at least two (2) bible studies per year.

## **Duties**

### **Winning the Lost to Christ**

1. Attend a variety of religious and district/division student functions with the students, including sectional youth rallies, sectional youth events, district-wide youth rallies, district-wide youth events, youth camps, youth conferences, and any other youth function approved by the Education and the pastoral staff.
2. Planning, preparing, organizing, communicating, and providing outreach events for lost students in our community.
  - a. These tasks involve communicating the time(s), place(s), and other details of the such outreach events to Education Director and the pastoral staff and, after the leadership approves such an event, communicating the time(s), place(s), and other details to the parents of the students and the students themselves.
  - b. These tasks further require coordinating and communicating with the Social Media Coordinator to effectively market such outreach events to students and the community.
  - c. Moreover, outreach events may include (but are not limited to) knocking doors on scheduled days; handing out church cards or church flyers at any appropriate public place; arranging for students to feed the homeless or hungry; organizing relevant youth events at the church that encourage students to invite friends or family members; having the youth group attend or support students at a variety of sports games, music recitals, school plays, or other activities that would build unity and encouragement among students; and otherwise organizing any other



activity that reaches the community in a spiritually or emotionally positive way on behalf of the Pentecostals of the Woodlands.

3. Make and maintain positive relationships with student leaders in the community (i.e., other churches, schools, etc.)
4. Assist students in establishing P7 clubs and individual bible studies.

#### *Building & Equipping the Students in Jesus Christ*

1. Provide comprehensive ministry to middle and high school students, having oversight of student ministries, while being responsible and accountable to leadership.
2. Nurture students in their relationship with Jesus through bible studies, prayer, teaching, preaching, etc.
3. Work with the Education Director and the Education Administrator on the teaching schedule for Youth Sunday School.
4. Provide at least two (2) monthly meetings/activities for Middle School and High School aged students.
5. Train students to serve by creating and providing students with opportunities to serve
6. Encourage students to get involved in church ministries
7. Encourage continual outreach among and to students by being an example to them at all times.
8. Ensure sufficient fundraisers for student projects, trips, and offerings by planning preparing, organizing, communicating, and otherwise coordinate such events.
9. These tasks involve communicating the time(s), place(s), and other details of the such outreach events to Education Director and the pastoral staff and, after the leadership approves such an event, communicating the time(s), place(s), and other details to the parents of the students and the students themselves.
10. These tasks further require coordinating and communicating with the Social Media Coordinator to effectively market such outreach events to students and the community.
11. Work closely with the Hyphen Director to encourage Hyphen attendance at all student events
12. Allow Proactively work with the Hyphen Director and others involved in Hyphen ministries to partner with student ministries to build mentorship and unity among between the ministries.

#### **Responsibilities**

1. Promote a spirit of unity and cooperation among all students and between the students and the rest of the church.
2. Communicate frequently with the Education Director and pastoral staff, informing them of scheduled events, problem areas, successes, and ideas.
3. Respond to Planning Center requests immediately, and ensure that all members or students in EmPOWER Youth response to Planning Center requests immediately so that positions are filled prior to services.
4. In all student activities, implement the church's Sexual Harassment, Counseling, and Sunday School/Child/Youth Abuse Policies and ensure that all workers have been trained and adhere to these policies.
5. Ensure at least two adult chaperones are with students at all times according to policy.
6. Make sure all workers/chaperones have been through Children/Youth Abuse Policy Training, including having been background checked, prior to involvement with those who are under the age of 18 years old.
7. Schedule at least two monthly, relevant events for students alternating between spiritual and social events.
8. Have Ensure that any new services, activities, projects, or events are approved by the Education Director and pastoral staff.

9. Also, ensure that the time(s), date(s), and other details of any new services, activities, projects, or events are communicated to the Education Director, pastoral staff, the Social Media Coordinator, the parents of students, the students themselves, and any other party who may be relevant or necessary to the successful completion of any new service, activity, project, or event.
10. Plan a minimum of six weeks in advance for these events, communicating them through leadership, the students, and the student's parents using all communication tools available within the church.
11. Encourage attendance in sectional, district, and national student events
12. Plan, fundraise, and participate in the North American Youth Congress every two years and PEAK every year.
13. Be faithful
14. In attendance, informing leadership when not attending service.
15. To the prayer room.
16. In altar working.
17. Maintain a good attitude and stay positive.
18. Be an example to the students in word and in action, advising them to follow the pastor's teachings and remain loyal to the church, its values, and its leadership.
19. Become as involved as possible with the students:
20. Meet and otherwise communicate with student's their parents about the spiritual, emotional, and overall well-being of said student. and stay in touch with them.
21. Visit students in their homes, school, or extracurricular activities periodically.
22. Visit students or call them when they are not at church
23. Greet and welcome every youth-aged guests at church.
24. Pray with those students that are praying.
25. Keep a watch on the young people during service and make sure that they are acting in a proper manner.

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***Printed Name***

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***Date***

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***Signed***

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***Date***

# POWerhouse Hyphen/College and Career Director

**Reports to:** EmPOWer Student Ministry Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.
14. Be personally active in teaching a minimum of two (2) bible studies per year.

## **Duties**

### *Winning the Lost to Christ*

1. Attend a variety of religious and district/division functions
2. Plan and provide outreach events for POWerhouse Hyphen/College and Career in our community
3. Make and maintain positive relationships with leaders in the community (ie. other churches, schools, etc.)
4. Assist students in establishing Campus Ministries where possible.

### *Building & Equipping the Hyphen/College and Career in Jesus Christ*

1. Provide comprehensive ministry to POWerhouse Hyphen/College and Career within the church, having oversight of POWerhouse Hyphen/College and Career, while being responsible and accountable to the Pastor
2. Nurture POWerhouse Hyphen/College and Career in their relationship with Jesus through bible studies, teaching, preaching, etc.
3. Provide regular meetings/activities for Hyphen/College and Career
4. Train POWerhouse Hyphen/College and Career to serve by creating and providing them with opportunities to serve
5. Encourage POWerhouse Hyphen/College and Career to get involved in other church ministries
6. Ensure sufficient fundraisers for POWerhouse Hyphen/College and Career projects, trips, and offerings.

## **Responsibilities**

1. Promote a spirit of unity and cooperation among the POWERhouse Hyphen/College and Career.
2. Communicate frequently with the pastoral staff informing them of scheduled events, problem areas, successes, and ideas.
3. Respond to Planning Center requests immediately so the position is filled prior to services.
4. Have any new projects or events approved by the Pastor.
5. Plan a minimum of six weeks in advance.
6. All activities must be approved by the Pastor
7. Schedule regular social activities for the POWERhouse Hyphen/College and Career alternating between spiritual and social emphasis when necessary
8. Be faithful
9. *In attendance, informing the pastor when not attending service.*
10. *To the prayer room.*
11. *In altar working.*
12. Maintain a good attitude and stay positive.
13. Be an example to the POWERhouse Hyphen/College and Career in word and in action, advising them to follow the teachings of the pastor.
14. Become as involved as possible with the POWERhouse Hyphen/College and Career:
15. *Stay in touch with them.*
16. *Visit them periodically.*
17. *Call them when they are not at church*
18. Greet and welcome POWERhouse Hyphen/College and Career guests at church.
19. Pray with those POWERhouse Hyphen/College and Career that are praying.

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***Printed Name***

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***Date***

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***Signed***

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***Date***

# EmPOWER Student Ministry Committee Member

**Reports to:** Education Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for at least six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate essential communication skills, consistent follow-up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.
14. Must strive to be available for "all-church" functions and ministries.
15. Must maintain a godly character so that no reproach may come through him.
16. Be personally active in teaching at least two (2) bible studies per year.

## **Duties**

### **Winning the Lost to Christ**

1. Attend a variety of religious and district/division student functions with the students, including sectional youth rallies, sectional youth events, district-wide youth rallies, district-wide youth events, youth camps, youth conferences, and any other youth function approved by the Education and the pastoral staff.
2. Planning, preparing, organizing, communicating, and providing outreach events for lost students in our community.
3. These tasks involve communicating the time(s), place(s), and other details of the such outreach events to Education Director and the pastoral staff and, after the leadership approves such an event, communicating the time(s), place(s), and other details to the parents of the students and the students themselves.
4. These tasks further require coordinating and communicating with the Social Media Coordinator to effectively market such outreach events to students and the community.
5. Moreover, outreach events may include (but are not limited to) knocking doors on scheduled days; handing out church cards or church flyers at any appropriate public place; arranging for students to feed the homeless or hungry; organizing relevant youth events at the church that encourage students to invite friends or family members; having the youth group attend or support students at a variety of sports games, music recitals, school plays, or other activities that would build unity and encouragement among students; and otherwise organizing any other activity that reaches the community in a spiritually or emotionally positive way on behalf of the Pentecostals of the Woodlands.

6. Make and maintain positive relationships with student leaders in the community (i.e., other churches, schools, etc.)
7. Assist students in establishing P7 clubs and individual bible studies.

#### *Building & Equipping the Students in Jesus Christ*

1. Provide comprehensive ministry to middle and high school students, having oversight of student ministries, while being responsible and accountable to leadership.
2. Nurture students in their relationship with Jesus through bible studies, prayer, teaching, preaching, etc.
3. Work with the Education Director and the Education Administrator on the teaching schedule for Youth Sunday School.
4. Provide at least two (2) monthly meetings/activities for Middle School and High School aged students.
5. Train students to serve by creating and providing students with opportunities to serve
6. Encourage students to get involved in church ministries
7. Encourage continual outreach among and to students by being an example to them at all times.
8. Ensure sufficient fundraisers for student projects, trips, and offerings by planning preparing, organizing, communicating, and otherwise coordinate such events.
9. These tasks involve communicating the time(s), place(s), and other details of the such outreach events to Education Director and the pastoral staff and, after the leadership approves such an event, communicating the time(s), place(s), and other details to the parents of the students and the students themselves.
10. These tasks further require coordinating and communicating with the Social Media Coordinator to effectively market such outreach events to students and the community.
11. Work closely with the Hyphen Director to encourage Hyphen attendance at all student events
12. Allow Proactively work with the Hyphen Director and others involved in Hyphen ministries to partner with student ministries to build mentorship and unity among between the ministries.

#### **Responsibilities**

1. Promote a spirit of unity and cooperation among all students and between the students and the rest of the church.
2. Communicate frequently with the Education Director and pastoral staff, informing them of scheduled events, problem areas, successes, and ideas.
3. Respond to Planning Center requests immediately, and ensure that all members or students in EmPOWER Youth response to Planning Center requests immediately so that positions are filled prior to services.
4. In all student activities, implement the church's Sexual Harassment, Counseling, and Sunday School/Child/Youth Abuse Policies and ensure that all workers have been trained and adhere to these policies.
5. Ensure at least two adult chaperones are with students at all times according to policy.
6. Make sure all workers/chaperones have been through Children/Youth Abuse Policy Training, including having been background checked, prior to involvement with those who are under the age of 18 years old.
7. Schedule at least two monthly, relevant events for students alternating between spiritual and social events.
8. Ensure that any new services, activities, projects, or events are approved by the Education Director and pastoral staff.
9. Also, ensure that the time(s), date(s), and other details of any new services, activities, projects, or events are communicated to the Education Director, pastoral staff, the Social Media Coordinator, the parents of

students, the students themselves, and any other party who may be relevant or necessary to the successful completion of any new service, activity, project, or event.

10. Plan a minimum of six weeks in advance for these events, communicating them through leadership, the students, and the student's parents using all communication tools available within the church.
11. Encourage attendance in sectional, district, and national student events
12. Plan, fundraise, and participate in the North American Youth Congress every two years and PEAK every year.
13. Be faithful
  - a. In attendance, informing leadership when not attending service.
  - b. To the prayer room.
  - c. In altar working.
14. Maintain a good attitude and stay positive.
15. Be an example to the students in word and in action, advising them to follow the pastor's teachings and remain loyal to the church, it's values, and it's leadership.
16. Become as involved as possible with the students:
17. Meet and otherwise communicate with student's their parents about the spiritual, emotional, and overall well-being of said student. and stay in touch with them.
18. Visit students in their homes, school, or extracurricular activities periodically.
19. Visit students or call them when they are not at church
20. Greet and welcome every youth-aged guests at church.
21. Pray with those students that are praying.
22. Keep a watch on the young people during service and make sure that they are acting in a proper manner.

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***Printed Name***

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***Date***

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***Signed***

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***Date***

# Adult Sunday School Teacher

**Reports to:** Education Director

**Term:** One Year

## **Qualifications**

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.
14. Must have teaching experience.
15. Must have a good understanding of basic Bible doctrines including the Godhead, salvation, holiness, stewardship, spiritual gifts, and interpersonal relationships.

## **Responsibilities**

1. The Adult Sunday School Teacher is responsible for helping adults reach a higher level of spiritual maturity and biblical proficiency through pre-approved curriculum.
2. The Adult Sunday School Teacher should strive to integrate new members into the existing structure of the lessons.
3. The pastoral staff should be scheduled to teach occasionally.
4. Respond to Planning Center requests immediately so the position is filled prior to services.
5. Work on your lessons in some fashion everyday.
6. *Begin preparing your lesson through prayer. This will enable the Spirit to talk to you all week about your lesson.*
7. *If you have a theme or multi-week lesson, please make sure the Education Director and Social Media and Marketing Team are aware of it so it can be promoted properly.*
8. Prepare the Media Team with any slides, videos, or presentations by Saturday evening.
9. *Please do not wait until Sunday morning to provide media.*
10. *Should you need to wait until Sunday morning, please ask for approval to do so.*
11. Read at least one book pertaining to relevant adult, parenting, or Christian worldview issues each year.
12. Attend teacher training programs when available.
13. Supply literature or book suggestions to those as needed.
  - a. *Make sure that if the book or literature is of a secular nature, that you warn them.*



b. *Should any book or literature suggested be in direct opposition to the doctrines and teachings of the Pastor, please make sure that you receive approval for the recommendation first through the Pastor.*

14. *Use discretion and discernment when recommending. Make sure that the individual is able to receive properly that which is being suggested.*
15. Communicate frequently with the pastoral staff and Education Director, informing them of the progress of each student and the class overall.
16. Scheduled events, problem areas, successes, and new ideas should also be discussed with the Education Director prior to approval.

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***Printed Name***

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***Date***

# Discipleship Teacher

**Reports to:** Education Director

**Term:** One Year

## Qualifications

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff and Education Director.
14. Must have teaching experience.
15. Must have a good understanding of basic Bible doctrines including the Godhead, salvation, holiness, stewardship, spiritual gifts, and interpersonal relationships.

## Responsibilities

1. The Discipleship Leader is responsible for helping new members and converts to reach a higher level of spiritual maturity and biblical proficiency.
2. The Discipleship Leader should strive to integrate new converts into the existing structure of the church and its various outreaches and ministries.
3. Respond to Planning Center requests immediately so the position is filled prior to services.
4. Teach *Making You More Than* class at least twice per year.
  - a. *Classes can be provided via Zoom or in-person.*
  - b. *Classes should be scheduled for no more than two (2) hours per class.*
  - c. *All scheduled classes should be scheduled through the Education Administrator.*
5. Use only approved curriculum.
  - a. *Edits or changes to the curriculum should be pre-approved prior to implementation.*
  - b. *Never skip a lesson or shorten it due to time. Carry it over until the following class.*
  - c. *Keep weekly attendance, alerting pastoral staff of any frequent absences of new members or converts.*
6. The pastor or associate pastor should be scheduled to teach occasionally.
7. Strongly encourage new converts to enroll in a home Bible study through the Home Bible study coordinator
8. Supply literature or book suggestions to those as needed.
9. *Make sure that if the book or literature is of a secular nature, that you warn them.*

10. *Should any book or literature suggested be in direct opposition to the doctrines and teachings of the Pastor, please make sure that you receive approval for the recommendation first through the Pastor.*
11. *Use discretion and discernment when recommending. Make sure that the individual is able to receive properly that which is being suggested.*
12. Give personal care to new converts as needed.
13. *Significant issues should be communicated to the pastoral staff.*
14. *Serious issues (e.g., marital issues, relocation, serious conflicts) should be referred to the pastor.*
15. Develop a system of accountability in which new converts are paired with seasoned saints for mentoring.
16. Communicate frequently with the pastoral staff and Education Director, informing them of the progress of each student and the class overall.
17. Scheduled events, problem areas, successes, and new ideas should also be discussed with the Education Director.

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***Printed Name***

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***Date***

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***Signed***

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***Date***