



## **MOSAIC MINISTRY SUPPORT PROFESSIONAL**

### **Vacation Bible School**

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#### ***ORGANIZATIONAL OVERVIEW***

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At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

We are committed to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

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#### ***MOSAIC MINISTRY OVERVIEW***

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St. Luke's Mosaic Ministry provides children, youth and adults with a safe, comfortable, and affirming environment to allow for grow spiritually and connect with the larger St. Luke's UMC community.

St. Luke's UMC believes that every individual be given the opportunity to find and give hope through Jesus Christ. We understand accommodations and additional supports with our programming would allow individuals of all abilities to have a more meaningful experience. We are committed to ensuring all children, youth, adults, parents and caretakers can feel safe, supported, and encouraged to grow in their faith.

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#### ***KIDS MINISTRY OVERVIEW***

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St. Luke's Kids Ministry partners with parents, guardians, and families to raise children who trust God with their hearts and follow Jesus with their lives. Here, kids ages infant through 4th grade will learn what it means to follow Jesus in an inclusive church setting. It is our aim that children in our care experience Jesus' love reflected by our Caregivers in a clean, safe, playful, and nurturing Christian atmosphere.

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## SCOPE OF WORK

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**Dates:** June 9, 2025- June 13, 2025

**Hours:** 8:00am - 4:30pm daily

**Pay:** \$600 / WEEK

**Reports to:**

Director of Mosaic Ministry, Haley Bring

Director of Kids Ministry, Amy Boles

Assistant Director of Kids Ministry, Sarah Flores

### **POSITION OVERVIEW**

This position will be a support role to the director of Mosaic Ministry during the Vacation Bible School event from 8:00am-4:30pm the week of June 9th-13<sup>th</sup>, 2025. This individual will partner with the director to respond to the needs of kids impacted by disability. This may include offering breaks, supporting reading tasks, utilizing de-escalation behavior strategies, offering support to overcome any barriers for kids with physical needs, and coaching adult volunteers on strategies for responding to individual kids. Special needs of kids in attendance may include ADHD, anxiety, autism, or hard of hearing.

### **GENERAL RESPONSIBILITIES**

- Partner with the director of Mosaic Ministry to respond to urgent calls on the radio related to de-escalation requests with kids.
- Coach adult volunteers on strategies for supporting kids in an inclusion setting alongside their same-aged peers.
- Monitor the “mindfulness room” to offer recommendations and support as needed with kids and volunteers during their time in that space.
- Support kids as needed with inclusion of participation in all activities with same age peers as needed.
- Communicate with adult staff and volunteers to anticipate needs of kids.
- Communicate with the Kids Ministry Staff and Mosaic Ministry Director during the event with any necessary updates and concerns regarding specific individuals’ needs.

### **EQUIPPING & QUALIFICATIONS**

- Preferred experiences in education, health care, social services or has personal experience.
- Must maintain confidentiality when reviewing or communicating Church Service Plans.
- Must be able to pick up, chase, hold, and sit on the floor with children as needed.
- Must have a working cell phone.
- Complete and pass a criminal background check.
- Attend a Safe Sanctuaries Training course provided by St. Luke’s UMC prior to event.
- Attend Vacation Bible School Training either on May 31<sup>st</sup> or June 1<sup>st</sup>.
- Attend a CPI training course provided by St. Luke’s UMC Staff prior to event(s).
- Engage in a training session overviewing expectations and strategies to support children.

*\*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*



# CONTRACT

## MOSAIC MINISTRY SUPPORT PROFESSIONAL ("MOSAIC BUDDY") VACATION BIBLE SCHOOL 2025

I \_\_\_\_\_ HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR THIS MOSAIC MINISTRY SUPPORT PROFESSIONAL POSITION. IN SIGNING THIS FORM, I AM COMMITTING TO WORKING THE VACATION BIBLE SCHOOL EVENT JUNE 9-13 FROM 8:00AM-4:30PM EACH OF THOSE DAYS.

I ALSO AM COMMITTING TO THE FOLLOWING GUIDELINES:

- I WILL ADHERE TO THE SAFE SANCTUARIES POLICES AS WELL AS THE EXPECTATIONS PLACED ON THE ROLE OF MOSAIC MINISTRY CO-LEAD TO THE BEST OF MY ABILITY.
- I RECOGNIZE MY ROLE IN CREATING A TRUSTING RELATIONSHIP WITH VOLUNTEERS AND KIDS AND WILL DO MY BEST TO MAKE SURE THEY FEEL COMFORTABLE AND SAFE WHILE IN MY CARE.
- I WILL ADVOCATE FOR MY KIDS BY SEEKING WAYS OF INCLUDING THEM AS APPROPRIATE IN ALL ACTIVITIES OF VACATION BIBLE SCHOOL.
- I RECOGNIZE THAT IF I DO NOT MEET THESE EXPECTATIONS, ST. LUKE'S UNITED METHODIST CHURCH HAS THE RIGHT TO RELEASE ME OF MY DUTIES.

PAYMENT AGREEMENT: \$600 / WEEK

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE  
(Director of Mosaic Ministry) □

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE  
(KIDS MINISTRY DIRECTOR)

\_\_\_\_\_  
DATE

## **MORE ABOUT VACATION BIBLE SCHOOL**

We invite 4-year-olds to incoming 4<sup>th</sup> graders to our FAVORITE event of the year: Vacation Bible School. This year our theme is "Live it Out".

Elementary aged students will participate in the full day, while preschoolers will choose either full day or the half day option.

## **SAMPLE DAILY SCHEDULE FOR VACATION BIBLE SCHOOL**

<b>Time</b>	<b>Activity</b>		
7:30am-4:30pm	Volunteer Hospitality		
8:00-8:20am	Morning Leader Huddle		
8:30-9:00am	Check-In		
9:00-9:35am	Opening Large Group		
9:40-10:00am	Community Circle Time		
10:05-10:30am	Rotation 1		
10:35-11:00am	Rotation 2		
11:05-11:30am	Rotation 3		
11:35-11:55am	Morning Closing Large Group		
12:00-12:30pm	Lunch and Leader Huddle for Afternoon Only Volunteers		
<b>Early Years</b>		<b>Elementary</b>	
<b>Time</b>	<b>Activity</b>	<b>Time</b>	<b>Activity</b>
12:25-1:00pm	Morning Leader Huddle	12:35-1:10pm	Rotation 1
1:05-1:30pm	Quiet Time	1:15-1:50pm	Rotation 2
1:35-3:25pm	Free Play and Themed Activity Bin Play	1:55-2:30pm	Rotation 3
*1:35-1:55pm Groups A,E(C) *2:00-2:25pm Groups B, D *2:30-2:55pm Groups C, F	Small groups pulled- Music and Ollie Bible Story Video	2:35-3:10pm	Rotation 4
3:25-3:50pm	Snack then Playground	3:15-3:50pm	Snack Building and Small Group
3:50-4:10pm	Day Review and Cleanup	3:55-4:30pm	Large Group Closing
4:10-4:30pm	Large Group Closing		