

CrossWalks Shepherd Job Description

Your presence each week is essential. You are the ones who will be with the children the whole school year nurturing and guiding their spiritual growth by making them feel warm and welcome along the journey. You will guide a group of children to a different workshop each Sunday morning. There are two to three shepherds per age group, and if each person commits to twice a month, we should have ample help. Please communicate with your co-shepherds to work out a schedule that works best for all of you and use Sign-up Genius at www.signupgenius.com to schedule yourself.

The Shepherd's detailed responsibilities are as follows:

1. **Welcome and Guide:** Following the Time with the Younger Church, when the children depart from the sanctuary, please follow them out, sit among them in the chapel, and *participate with them*. We are asking each Shepherd to wear a robe color coordinated with the color of the grade (Kindergarten – Red, 1st Grade – Orange, 2nd Grade – Yellow, 3rd Grade – Green, 4th Grade – Blue, 5th Grade – Purple.) These can be found on the wall in the Narthex closet.
2. **Take attendance:** Record attendance on the sheets found in your bag and return it to the bag each week. Fill out an information form on any child not on your attendance list. Please make sure to get first and last names and a birthdate for all new children.
3. **Name tags:** Make sure every child has a nametag. If a child doesn't have one, make a temporary one for him/her and drop a note for Barbara Russell in the basket located in the main office.

Close with Prayer: Invite the children to share things for which they are thankful and special prayer requests. When someone offers a thanksgiving invite them all to say “Thanks be to God,” or simply “Thank you, God,” and when a prayer is requested for someone, say “Lord, hear our prayer.” In most lessons a closing prayer is provided for your use.

4. **Discipline:** Encourage cooperation, proper conduct, and respect for the teacher, Shepherd and peers. If there are discipline problems you prefer not to handle, please see Cindy Merten.
5. **Evaluation:** Please write on the packets you are given each rotation any comments, suggestions, etc. you may have. This will help us immensely with planning future lessons. Return your packets to Cindy Merten at the end of each rotation.
6. **If you find you will be absent at the last minute please call Cindy at 248-321-0125.**