

## **VOUS Kids Operation Department**

### **Central Operational Lead: Jamila Pereira**

- Overseeing both locations Operational Teams
- A-Team - Overseeing A-Team and process ques. Checking to see if background checks have been completed. Making sure A-Team is reaching out to servant leaders whose background checks have been completed and scheduling them for a First Look.
- Rosters - Remove inactive servant leaders from the scheduling roster, CCB and adding them to the Inactive Process Queue.
- Scheduling - Overseeing that each area in Kids have an adequate amount of servant leaders. (Room ratios, Policies & Procedures, First Looks)
- Emails - Making sure all emails with service roles have gone out correctly.
- Load In/Load Out - Is happening effectively with an adequate amount of servant leaders.
- Purchases - Putting in purchase request orders. Making sure we are on budget.
- Reports - Making sure all reports from Sunday have been completed.
- Sundays - Making sure that things are running effectively for Sunday.
- Parent Liaison - In communication with parents.
- Consistency - high level of consistency between both locations (room management, emails, content)

### **iTech/JDD Operation Leader: Sofiya Luchynska (ITECH) / Jennifer Vega (JDD)**

- Emails - Making sure that all emails with service roles have been prepared correctly and sent out on time to all servant leaders.
- Schedules - Overseeing that each area in VOUS Kids has an adequate amount of servant leaders. Checking on these schedules daily and communicating with Dreamers, Heroes, Legends, and Registration leads to plug in names, reach out to pending requests, and adjust schedule as needed. Updating it with cancellations, and correct room ratios.
- Rosters - Remove inactive servant leader from the Scheduling roster, CCB and adding them to the Inactive Process Queue. Adding first looks to roster in real time, and making sure it is up to date and that all team leads are plugging in all names on roster for schedule.

- Purchases - Compiling a list of items needed from each area in VOUS Kids and sending a list to the Operation Lead to make a purchase based on budget.
- Service Roles/Flow - Overseeing service roles and flow to make sure that each role is set for all areas. Making sure that team leads are reaching out to those servant leaders in advance to remind them of huddle times. Following up with those who are late/ miss huddle. When a cancellation occurs, making sure that service leader has someone fill that role.
- Sunday process - Communication with service leaders to ensure they are prepared and have all they need. (service reports, room info, checklist, huddles)

#### **Dreamers Operation Lead: Katia Belousov (ITECH) / Daynica Harley (JDD)**

- Emails - Sends weekly emails with service roles and important information for weekly Sunday services or mid-week events such as VOUS Girl etc.
- Schedules - Inputs team members into monthly schedules on Scheduling day. Each Monday oversee schedules and reaching out to service leaders to contact any pending servant leaders. Adjusting schedule as needed on a weekly basis.
- Rosters - Compiling a list of inactive servant leaders at the end of each month and sending those names to the Specific Location Operation Team Leader, who will remove leader from the Scheduling roster, CCB and adding them to the Inactive Process Queue.
- Purchases - Compiling a list of items that are running low and send a list to the operation leader to place the order.
- Service Roles/Flow - Assigning roles for each servant leader that is scheduled in a particular service.
- Sunday process - Communication with service leaders to ensure they are prepared and have all they need. (service reports, room info, checklist, huddles, communicating cancellations to Operation Leader)

### **Heroes Operation Lead: Sophie Adrian (ITECH) / Baylee Collins (JDD)**

- Communication- Communicates with individual operational leaders to ensure tasks assigned via basecamp as well as specific role responsibilities are being met in a timely fashion. Also communicates directly with the Central Operation Lead to ensure consistency of creative tasks between both locations.
- Emails - Sends weekly emails with service roles and important information for weekly Sunday services or mid-week events such as VOUS Girl etc.
- Schedules - Inputs team members into monthly schedules on Scheduling day. Each Monday oversee schedules and reaching out to service leaders to contact any pending servant leaders. Adjusting schedule as needed on a weekly basis.
- Rosters - Compiling a list of inactive servant leaders at the end of each month and sending those names to the Specific Location Operation Team Leader, who will remove leader from the Scheduling roster, CCB and adding them to the Inactive Process Queue.
- Purchases - Compiling a list of items that are running low and send a list to the operation leader to place the order.
- Service Roles/Flow - Assigning roles for each servant leader that is scheduled in a particular service.
- Sunday process - Communication with service leaders to ensure they are prepared and have all they need. (service reports, room info, checklist, huddles)

### **Legends Operation Lead: Marisa Paglino (ITECH) / Pilar & Tony (JDD)**

- Emails - Sends weekly emails with service roles and important information for weekly Sunday services or mid-week events such as VOUS Girl etc.
- Schedules - Inputs team members into monthly schedules on Scheduling day. Each Monday oversee schedules and reaching out to service leaders to contact any pending servant leaders. Adjusting schedule as needed on a weekly basis.

- Rosters - Compiling a list of inactive servant leaders at the end of each month and sending those names to the Specific Location Operation Team Leader, who will remove leader from the Scheduling roster, CCB and adding them to the Inactive Process Queue.
- Purchases - Compiling a list of items that are running low and send a list to the operation leader to place the order.
- Service Roles/Flow - Assigning roles for each servant leader that is scheduled in a particular service.
- Sunday process - Communication with service leaders to ensure they are prepared and have all they need. (service reports, room info, checklist, huddles)

**Registration Operation Lead: Sade Chaney (ITECH) / Laura Robertson (JDD)**

- Emails - Sends weekly emails with service roles and important information for weekly Sunday services or mid-week events such as VOUS Girl etc.
- Schedules - Inputs team members into monthly schedules on Scheduling day. Each Monday oversee schedules and reaching out to service leaders to contact any pending servant leaders. Adjusting schedule as needed on a weekly basis.
- Rosters - Compiling a list of inactive servant leaders at the end of each month and sending those names to the Specific Location Operation Team Leader, who will remove leader from the Scheduling roster, CCB and adding them to the Inactive Process Queue.
- Purchases - Compiling a list of items that are running low and send a list to the operation leader to place the order.
- Service Roles/Flow - Assigning roles for each servant leader that is scheduled in a particular service.
- Sunday process - Communication with service leaders to ensure they are prepared and have all they need. (service reports, room info, checklist, huddles)

## **VOUS Kids Creative Department**

### **Central Creative Lead: Katharine Rowse**

- Overseeing both locations Creative Teams
- Curriculum - Approves curriculum for Heroes and Legends (Large Group & Kids Crew)
- Design - Approves stage design and any graphic designs at both locations
- Dance & Worship - Oversees worship and dance teams for both locations
- Crafts - Approves crafts and ensures that they remain the same at both locations. Making sure that the correct amount is purchased and prepared in advance before Sunday.
- Parent Cue - Ensuring that team has the right content to put together the parent cue. Overseeing that it is correct and fun content for kids and family.
- Purchases - Putting into purchase request orders. Making sure we are on budget.
- Consistency - high level of consistency between both locations (room management, emails, content)

### **iTech/JDD Creative Leader: Trevor Ritchie (ITECH) / Ashley Garrett (JDD)**

- Communication- Communicates with individual creative leaders to ensure tasks assigned via basecamp as well as specific role responsibilities are being met in a timely fashion. Also communicates directly with the Central Creative Lead to ensure consistency of creative tasks between both locations.
- Curriculum - Oversees all Dreamers, Heroes, and Legends curriculum to ensure that it is exciting, engaging, and raising up the next generation of leaders. This would include creating to-dos in advance with accurate deadlines.
- Designs - Oversees stage design and graphic design for Dreamers, Heroes, and Legends. Making sure that we stay within budget, submit design request in timely manner, and ensuring that design meets are brand expectation.
- Basecamp - Creating message boards around specific lessons, designs, or projects. Assigning monthly to-dos to creative team for Dreamers, Heroes, and Legends.

- Purchases - Compiling a list of items needed from each area in VOUS Kids and sending a list to the Creative Lead to make a purchase based on budget.

#### **Dreamers Creative Leader: Ivanna Rodriguez (ITECH) / Liani Calvo (JDD)**

- Parent Cue - With a team, creates the Parent Cue content and design for monthly themes.
- Design- Creating an environment visually and emotionally peaceful for our dreamers as well as for parents. This includes decor, toy selection, and video selection.
- Innovative ideas - Reading kids books, listening to music, researching, studying how kids interact, bringing fresh/ new ideas to the Dreamers team.

#### **Heroes Creative Leader: Cindy Torres (ITECH) / Diego Yanez (JDD)**

- Parent Cue - With a team, creates the Parent Cue content and design for monthly themes. Making sure this is done in timely manner for them to be printed and picked up in advance.
- Monthly Lesson - Creating the lesson that includes a theme, script and Bible story/scriptures.
- Crafts - Communicating with Creative Lead to create a craft that correlates and is interactive for all locations. Submit itemized list of supplies needed for crafts to Creative Leader. (planning month out, making sure supply request is submitted in advance)
- Props - Coming up with props to use for the lesson and creative ideas to keep the Heroes engaged. Communicating with Creative Leader to make sure they correlate, fit within budget and can be used at all locations.
- Snack time/ songs/ dance- Developing ideas to create connections between ALL aspects of the Heroes flow to relate to the main idea/ lesson for the day.

## **Legends Creative Leader: Donte & Asis (ITECH) / Miguel Chaves (JDD)**

- Parent Cue - with a team, creates Parent Cue content and design for monthly series. Making sure this is done in timely manner for them to be printed and picked up in advance.
- Kids Crew Curriculum - Work with team to create kids crew curriculum. Submit itemized list of supplies needed for Kids Crew to Creative Leader.
- Large Group Curriculum - Create content for large group script and lesson.
- Stage Design - Overseeing stage design team. Making sure that each deadline/to-do is completed in a timely fashion. Submits budget & itemized list of supplies to Creative Leader.
- Props - Coming up with props to use for the lesson and creative ideas to keep the Legends engaged. Communicating with Creative Leader to make sure they correlate, fit within budget and can be used at all locations.