



**Mission Statement:** To raise up our children as World Changers who thrive in spreading the love of God.

## Children's Ministry Volunteer Positions

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### Title: Check-In Assistant

**Goal:** Greet the children and their family with a joyfully overflow and answer any questions they have.

**Importance:** Check-In Assistant is one of the first two faces that church attendees see, not just children's ministry. You are literally the face of our church. You are the one that welcomes each child with an amazing overflow of joy. You are the one who will receive trust from the children, which in turn gets our World Changers ready to be equipped.

#### Tasks:

- Arrive 15 minutes before check-in is scheduled to begin.
- Communicate with each child with a smile.
- Answer any questions the parents have.
- Hand out any paperwork and/or update the parents on current/future Children's Ministry events and lessons.
- Greet all who walk by when not engage with children.
- Help Check-In Leader with table clean up.

#### Skills:

- People Person
- Joyful/Bubbly Disposition
- Easily Speaks with Children

**Setting:** Outside at the check-in table in front of the main door. World Changers Tee-shirt should be worn when volunteering unless it is cold, and you will be wearing a coat buttoned up the entire time.

**Schedule & Commitment:** You will be scheduled one week each month unless given special permission to volunteer more frequently. You will be serving 45 minutes per volunteer day. If are unable to volunteer on the day you are scheduled, please switch with a fellow volunteer who has the same volunteer position and notify the Children's Director.

**Training & Supervision:** The Children's Director or a current Check-In Assistant Volunteer will walk you through your daily tasks and answer any questions that you have. You will shadow a current Check-In Assistant for one day. If you feel that more training is needed, you are welcome to shadow until feeling confident in your position. Should you have a question, or a situation arises contact the Director or the Assistant Director if Director is out of town.

**Screening:** Must be age 16 or older. If age 18 or older, must fill out a Children's Ministry Application.