



## **TBC Kids - Check In Role Description**

Check In volunteers are asked to communicate the love of Christ to the families and children of Temple Baptist Church by welcoming and assisting families with signing up for services

### **Requirements**

- Follower of Jesus
- Heart of Prayer
- Regularly attends services in good standing
- Love of Children
- Member (or Associate Member)

### **Appointment By**

Pastor of Parents and Kid's Discipleship or Delegate

### **Responsible To**

1. Christ
2. Pastor of Parents and Kid's Discipleship

### **General Responsibilities**

1. Prayer
  - a. Pray over the service before you come
2. Availability
  - a. Minimum of one Sunday every 4 weeks
  - b. Communicate unavailability in advance of schedule whenever possible and find a replacement if you cannot make a scheduled service
3. Engage with Kids and Parents
  - a. Pray for and with the children and families
  - b. Get to know the families in the church



## Specific Responsibilities

1. Check In
  - a. Understand and know the Check In System
  - b. Help new families get checked in
  - c. Be available to assist with any check in issues
  - d. Be available to advise families of check in and drop off procedures
  - e. Answer any questions that families may have or direct to the Pastor of Parents and Kid's Discipleship
2. During Service
  - a. 1 person is to stay at the check in desk at all times
  - b. Assist Older classes with bathroom trips by maintaining hall presence
  - c. Assist with Child management by going to get parents if required
3. Check Out
  - a. Manage the check out process, working with the Small Group Leaders to ensure each child is picked up in accordance with our Plan to Protect procedures

## Training

1. Acquire a Vulnerable Sector Police Check every 3 years
2. Complete or attend Plan to Protect training every year
3. Attend training and team building events when requested

