*Edit this page to fit your ministry setting. Then remove this note.*

## **AN INSIDE LOOK…**

## **WELCOME TEAM GREETER**

NURSERY

## Kingdom Quest—Sunday 9:15 a.m.

*We invite you to be a ministry partner with us. Please pray and search God’s will to see if he is calling you to this ministry. The following is a brief description of what this ministry involves.*

**Overview**

1. **Your primary task**:

Bring kids to know, love and follow Jesus!! Welcome parents and their babies, especially guests. Provide a safe and secure way for parents to check-in and then pick up their child. Gather registration information from new guests and facilitate follow-up communications that encourage them to return.

1. **Your “go to” person:** Welcome team coach.
2. **Your Time Commitment:**

Sunday mornings from 9:00 a.m. to 9:30 a.m. You may serve during the school year or the summer months or commit for the entire calendar year.

1. **What to do when you will be absent:**

Please check your calendar for the dates when you know you will be absent. Fill out the form that advises your coach of probable absences. He/she will arrange for substitutes on those dates. If you have a last minute illness or can’t make it on a Sunday, please call your coach or the church office.

1. **Please help us invite new ministry partners:**

As you talk to parents, grandparents and friends, share with them how fulfilling and fun this ministry is. Invite them to come and visit to see if God is calling them to serve in children’s ministry as well. Help us continue our ministry by bringing in more ministry partners!

**Responsibilities**

1. **Preparation:** Please prepare by praying for your ministry. Pray that new families and children will feel welcomed. Pray for God’s protection so that our nursery is a safe, secure and loving environment. Pray that new relationships are made with young families that bring them closer to Jesus and their faith walk.
2. **Arrival:** Please arrive fifteen minutes before the worship service hour.
3. **Check-in process:**
   1. **Welcome.** Help families and children feel welcome as you gather registration information.
   2. **Safety.** Provide a safe and secure way for the parents to check-in their baby and pick up their child. Label the child’s baby bag. Apply nametag and any other stickers with the codes that help alert caregivers to special needs:
      1. “I am potty training.”
      2. “Medical alert.”
      3. “Allergy alert.”
      4. Label any special toys that go with the child.
4. **Connect with new families.** Answer any other questions new families might have about the church as they register their child. Pass along information that will be helpful for the church to follow-up on a visit.
5. **Departure:** Fifteen minutes after the service begins, most parents have checked in their children. You may leave or assist in recording registration information.