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

## **AN INSIDE LOOK…**

# **WELCOME TEAM GREETER**

## Kids Church—Saturday 5:30 p.m. or Sunday 10:50 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 guests and help them find their small group and feel at home. Facilitate follow up communications that encourage them to return. Help promote kids inviting their friends to church.

1. **Your “go to” person**:

Saturday night and Sunday morning Kids Church welcome team coach.

1. **Your time commitment**:

Please arrive by 5:15 p.m. on Saturdays or by 10:30 a.m. on Sundays and be prepared to stay until all children have been picked up. This is usually 6:40-6:50 p.m. on Saturdays or 12:10-12:20 p.m. on Sundays. 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 a substitute. If you have a last minute illness or can’t make it on a Saturday or Sunday, please call your coach or the church office.

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

As you talk to parents of your kids and other 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. **Details of your responsibilities**:

Your job is threefold: 1) Help new families feel welcome; 2) Collect information as quickly as possible so the new child can join the worship experience; and 3) Help promote the value of kids inviting their friends to church.

**Schedule**

* **5:15 p.m. Saturday or 10:30 a.m. Sunday.**

Meet for prayer with the Kids Church team. Put on a nametag. Arrange sign-in table. Supplies include two “How To Check In” signs, “Registration Forms,” “What Happens At Kids Church” flyers, pencils, blank nametags, and markers. Register new children checking in and help others to locate their nametags hanging on the wall.

* **5: 30 p.m. Saturday or 10:50 a.m. Sunday.**

Explain to guests that there is an option. Children may worship with the adults until mid-service dismissal or spend the entire worship time in Kids Church. This is the parents’ choice.

* **Mid-service dismissal.**

Leave table and go to the adult worship center. At mid-service dismissal, carry the cross forward in the adult worship service at the pastor’s announcement. The kids will follow you and the cross out of the center and to the Kids Church area.

Upon leaving the worship center, welcome first time guests and make sure their parents are escorting them. If the first time child’s parent is not with them, a ministry assistant needs to return to the service with the child to motion to the parent to check them in. Give the registration form to the parent and a security number if they are of pre-school age. Show the parent where to pick the child up after Kids Church. Let them know that the call box will indicate their security number if the child needs the parent for any reason. Invite the parent to come with the child after pick up to the We Prize Friends room.

**2. Follow-up:**

Help the children, especially visitors, walk calmly to the Kids Zone. Connect with visitor parents and ask if they would like to fill out a form that will give their child a nametag on the wall.