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

## **AN INSIDE LOOK…**

## **WELCOME TEAM GREETER**

## Kingdom Quest—Sunday 9:15 a.m.

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

**Overview**

1. **Your primary task**:

Bring kids to know, love and follow Jesus!! Welcome guests, both parents and kids. Provide a check-in process that helps guest’s parents feel safe and secure about leaving their child. Give children nametags 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:** Welcome team coach
2. **Your time commitment:**

Arrive by 9:00 a.m. Sunday. You may stay through the entire Kingdom Quest hour or leave at 10:00 a.m. if you are not helping with the We Prize Friends campaign.

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 will indicate to your coach the days you will not be available. The welcome team coach will arrange for a substitute. 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 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. **Preparation:**

Please pray for your ministry area. Pray that new families and children feel welcome. Pray that the check-in process runs smoothly and quickly. Pray for God’s protection that it would be a safe and secure place for children. Pray for children to invite their friends and that they are quick to invite new kids into the children’s ministry.

1. **Arrival**:

Please arrive early enough so that you are set up and ready by 9:00 a.m.

1. **Check-in process:** 
   1. **Welcome**: Help families and children feel welcome as you gather registration information from new guests.
   2. **Safety**: Assure the parents of visitors that they can safely leave their child with us. Certain ages have call box numbers so that parents may be contacted during the service, should they be needed.
   3. **Registration form**: When new guests arrive, have clipboards ready with registration forms so that families can fill these out as quickly as possible. As they are doing this, make a nametag for the child, assigning him/her to a group. Tell the child and the family that the next time they return, they can pick up their nametag from this desk.
   4. **Connect with new families**: Ask the family if they need any other information about the church. Give the family an information brochure about what their children will experience.
   5. **Escort:** Assign the child an escort who will help the child find his/her group. Within that group, encourage another child to be a special friend for the day. If the guest comes with a friend, the guest goes with the friend to his/her regular group.
2. **Follow-up:**
3. **Complete postcards**: Write the address of each guest on a postcard. Then give the postcards to the appropriate coaches. The coach then passes the postcard to the shepherd who signs them and writes a personal note to guests. The postcards are then returned to the coach for mailing.
4. **Reward guests**: Use markers to write the guest’s name on a green ping-pong ball and the bringer’s name on a blue ping-pong ball. Then place the balls in a bucket and set the bucket on the We Prize Friends machine. Use a separate bucket for each age group.
5. **We Prize Friends room**: Certain members of the welcome team will move the We Prize Friends machine to the various venues to recognize guests for the day. All guests receive gifts. Guests and bringers whose ping-pong balls are chosen will receive a bigger prize yet. These prizes are given only at the We Prize Friends center immediately after Kingdom Quest.
6. **After the third visit:** When kids have attended three times within the year, remove their names from the guest’s nametag file box and place it, along with a computer-generated nametag, in a special marked box. This is returned to the Kids Kount offices for processing. The new computer generated nametag is stored with nametags of regular attendees the next weekend.