



Position:	Sign In
Purpose:	To oversee all the sign in and check out procedures on the computer.
Spiritual Gifts:	Administration, Helps
Responsibilities:	<p>Arrive 30 minutes before the service to start the computer and tablets.</p> <p>Welcome families and enter data into the computer to properly sign in and out each child.</p> <p>During the service, monitor washroom breaks and classrooms in accordance with our Plan to Protect policy.</p> <p>Print out the class list halfway through the service and complete attendance.</p> <p>If you are unable to serve on a week that you are scheduled, please contact someone on the team to take your place and inform the ministry leader.</p>
Accountability:	<p>This ministry falls under the leadership of the Director of Children’s Ministry.</p> <p>Scheduling is done by the Director of Children’s Ministry.</p>

Operating the computer to follow the standards of our Plan to Protect policy is the backbone of kids’ ministry; plus, you are the first face to welcome children into our church community.