



- Position:** Midweek Sign In
- Purpose:** To oversee all the sign in and check out procedures on the computer.
- Spiritual Gifts:** Administration, Helps
- Responsibilities:** Arrive 30 minutes before the program to start the computer and tablets.
- Welcome families and enter data into the computer to properly sign in and out each child.
- During the program, monitor washroom breaks and classrooms in accordance with our Plan to Protect policy.
- 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.
- Accountability:** This ministry falls under the leadership of the Director of Children’s Ministry.
- Scheduling is done by the Director of Children’s Ministry.

*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.*