



## WILMOT KIDS TEAM

<b>Position:</b>	Sign In
<b>Purpose:</b>	To oversee the sign in and check out procedures on the computer and to welcome adults and children into kids' ministry.
<b>Spiritual Gifts:</b>	Administration, Helps, Hospitality
<b>Time Commitment:</b>	<p>Serve once a month (or more!) in either the 9 am or 11 am service.</p> <p>Arrive 20 minutes before the service to start the computer and tablets and stay until all kids are signed out.</p>
<b>Responsibilities:</b>	<p>Welcome families with a smile and friendly demeanor, paying special attention to new families who need more explanation and support.</p> <p>Administer all signing in and out procedures with accuracy, including registering new families, printing out the attendance report, and gathering all classroom lists.</p> <p>Monitor washroom breaks and classrooms in accordance with our Plan to Protect policy.</p>
<b>Accountability:</b>	<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. If you need to find a replacement, please contact a team member and inform the ministry leader.</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 loving church community.*

*Helping people follow Jesus as we authentically CONNECT, continually GROW and intentionally ENGAGE.*