

JOB DESCRIPTION

Registration Helper

DEFINITION

This role serves as the front line in welcoming the children and their parents.

PURPOSE

To greet the children and families warmly and answer any questions they may have.

RELATIONSHIPS

1. Recruited by the Directors of Elementary and/or Preschool Ministries.
2. Responsible to the Directors of Elementary and/or Preschool Ministries.

TERM OF SERVICE

One Year; Weekly, September 2007 – August 2008

RESPONSIBILITIES

1. Pray for the staff and children of FBCG.
2. Arrive by 20 minutes early to be ready to welcome the children and families as they arrive.
3. Assist the Registration Leader with greeting families and children; registration and record-keeping processes; escorting children/parents to assigned shepherds/classrooms.

QUALIFICATIONS

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Have the spiritual gifts of hospitality and administration.
3. Attend worship weekly.
4. Possess a love for children.
5. Meet the screening requirements.