

JOB DESCRIPTION

Registration Leader

DEFINITION

This role serves as the front line in welcoming the children and their parents. He or she is an efficient record-keeper, organizer and is knowledgeable of Children's Ministry operation.

PURPOSE

To help serve families and protect children by greeting them warmly and answer any questions they may have.

RELATIONSHIPS

- Recruited by the Directors of Elementary and/or Preschool Ministries.
- 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 20 minutes early to be ready to welcome the children and families as they arrive.
3. Accurately register new children using the appropriate process.
4. Assign new children to age appropriate Shepherd Groups/Preschool Classrooms.
5. Escort children/parents to assigned Shepherd/Preschool Classrooms.
6. Provide Shepherd with a copy of registration material/Preschool classrooms with visitor information.
7. Provide temporary ID Badges for new children and for those children who have misplaced their badges.
8. Update master registration list as required.
9. Receive, count, and record offering.
10. Write and address Welcome Postcards for visiting elementary children.

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.