

TeamKID Registrar



Ministry Purpose: This ministry position exists to oversee the safe check-in of all children as well as maintain accurate statistics for future reference.

Ministry Qualifications

(Requisite)

1. At least 18 years of age and willing to submit to and pass a background check.
2. A committed member of FBC Hodgenville.

(Desired)

1. One who displays the following characteristics: loves children, fun-loving, positive, willing to try new things, will prepare and follow through on their commitment, treats children with respect, good team player who works well with others.

Principal Duties

1. Participate in a Planning Huddle led by the *TeamKID General Manager*.
2. Maintain a weekly attendance database for recording keeping.
3. Ensure that all necessary forms are completed and signed by parents.
4. Oversee the passing out of all TeamKID t-shirts at each TeamKID meeting.

Expectations

1. Arrive on time (if not a few minutes early).
This will allow you the opportunity to make sure you have everything ready before the children arrive. It will also allow you time to place your personal items in a safe location.
2. Be Prepared
You will be the first person that the children see and interact with each week. Please make sure that you have everything ready to go prior to the arrival of the first children.
3. Ask for help when you need it.
Do not feel as if you must handle everything by yourself. If you find yourself in need of some assistance, please ask and it will be provided.
4. Notify appropriate people when absent.
It often takes time to find replacements. If you are not going to be able to fulfill your ministry on a given day, please notify the appropriate people as soon as possible.

Ministry Relationships: This position is overseen by *TeamKID General Manager*.