

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Child Check-In Team Member**

Department: Next Gen

Approved by: Child Check-in Coordinator

ROLE

The Child Check-in Team Member provides a simple and secure check-in process for children going into Bridge City Kids.

WIN

A safe environment is created by securely checking-in kids and relaying important information between parents and Bridge City Kids Teachers.

RESPONSIBILITIES

- Warmly greet parents and children by name
- Maintain check-in area by keeping the area clean and without clutter, and by ensuring New Guest bags are stocked and ready to give out
- Assist new families in filling out Info Cards and giving out New Guest Bags
- Relay to Bridge City Kids Teachers any information regarding the safety, health, or special concerns of any child
- Refer family information, questions, or concerns to Bridge City Kids Teachers
- Must be present for check-out immediately following the service and stays until last child has been checked-out
- Attend Sunday Huddle on days that you are scheduled to serve

REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Basic computer skills and ability to learn Child Check-in software
- Must be at least 13 years of age (ages 13-17 must also get approval from Child Check-in Coordinator and parent), unless otherwise approved by Campus Pastor
- Must complete applicable clearances and follow policies and procedures as outlined in Next Gen Handbook
- Regularly attend Sunday worship experiences, Connection Group, Leadership Connection, and other church events/conferences

REPORTS TO

Child Check-in Coordinator