



MINISTRY DESCRIPTION

Position Title: Merge Sign-in Team Member Sunday evenings

Description and Responsibilities: Sign-in Team Members welcome youth and assist them as with the check in process. They greet each youth and their parents, and create a warm and hospitable atmosphere as people arrive. This role is particularly important because it is the first impression of new youth and their parents.

Sign-in Team Members

- Welcome youth as they arrive to Merge Youth Ministry
- Assist with the check in process
- Have new youth fill out information card
- Contact the Sign-in Coordinator if he/she cannot serve during their scheduled shift
- Serve 1 to 4 times per month

Area: Youth Ministries, Reports to Director of Youth Ministries

Team Composition: Unlimited number of Sign-in Team Members (1 Coordinator)

Commitment: 45 minutes on Sunday evenings. Arrive 30 minutes prior to Merge start time and stay 15 minutes after start time for late students. Serve 1 to 4 times per month.

Benefits: Helping make “God’s love real” by welcoming youth to Merge and ensuring accurate attendance records. Attendance sheets provide a precise method to identifying new youth and follow up with those youth who begin to fall away from the youth program. This servant volunteer is “the front door” to Merge and therefore is the first impression that a youth or family will have of the youth program.

Special Talents, Skills Preferred: Warm and hospitable. Volunteers should be loving, patient and encouraging.

Spiritual Gifts: Serving/Helps, Hospitality, Administration, Mercy

Resources and Training Required:

- Attend training sessions as scheduled by the church staff
- Child Protection policy training