



**Volunteer Position:** *Family Life Ministry Check-In*  
**Overseen By:** *Family Life Pastor (FLP) and Elementary or Pre-K Lead*  
**Time Commitment:** *(Sept. 1-Aug 31) 30 min Weekly (15 Min before service to 15 min after service starts).*

### **Purpose of Position:**

*2 Corinthians 5:20 states we are to be ambassadors for Christ. This position represents Christ by making known the redeeming, renewing, and reconciling love of Jesus by creating a positive, efficient, and smooth process for Children to be checked in and dropped off. It's important that this role engages both children and parents, is comfortable with technology, and can be consistent in serving regularly. This is an important part of a family's experience.*

### **Responsibilities & Expectations**

- *Show up on time to set up and prepare check in area, staying until 15 minutes into service or all families are checked in.*
- *Communicate with the scheduler in a timely manner. Commit to responding to Planning Center invitations.*
- *Read, know, follow, and enforce SVA's policy and procedures to keep kids, yourself, and SVA safe.*
- *Joyfully greet families and children while ensuring check in is as efficiently as possible.*
- *Understand and know how SVA Sunday's run and who/where to send people if they have questions.*
- *Welcome new families and make sure they get settled.*
- *Attendance at bi-annual trainings or celebrations.*

### **Special Qualifications for this Position:**

- *Preferred that you have a relationship with Jesus.*
- *Completed application and Background Check are required.*
- *Completion of Ministry Safe Online Training.*