

Check-In Team

PENINSULA COVENANT CHURCH



DESCRIPTION:

Serving with our check-in team is huge both for the logistics of Big Group Program and relational connections that come from it. As a ministry our expectation is that each student who comes on our campus is known and felt welcomed. The other aspect is that our communication with them and their family is both clear and efficient. Listed below are the goals and responsibilities of this role, and while we know each week, we will not be perfect, this is the standard we are striving for.

GOALS:

TO KEEP ACCOUNTABILITY AND THE STANDARD OF BIG GROUP GAMES CONSISTENT, HERE ARE THE EXPECTATIONS OF THE ROLE

- All students are checked in: The number we have each week does not define our ministry or our success, but they do determine our future trajectory and planning. If we are able to have clear and accurate data about how many students, we are connecting weekly, we will better be able to plan our future. Ask yourself these questions when running check in. Did I get every student I saw the check in? Is there anyone constantly skipping check in? Was this a quick and easy way for students to check in.
- New Parent/Student Connection: This goal has two parts to it.
 - Students: When a new student comes on campus it is important that they are not only connected with our system but also with the leaders and students here. When a student arrives, who is new to our group we must get them signed in with all important information and then immediately connected with one of our 1st Impression Leaders. Ask these questions: Did anyone new show up tonight? Were they alone or with a friend? Was it easy to find a first impression leader? Did you see them get connected with the other students and leaders?
 - Parents: When new students arrive with parents it is just as important that they are given the information needed to know what is going on in Student Ministries. Make sure all new parents are shown how to sign up for weekly email updates, they are given the URL to our website, and are connected with either Jonny, Katy, or Danny to answer any other questions. Ask these questions: Did new parents look confused with the plan? Are they set up now to receive any future information? Do you believe they left feeling their student was in safe hands?

RESPONSIBILITIES

HERE ARE THE WEEKLY RESPONSIBILITIES OF THIS ROLE

- Each week arrive on campus at 6:15 to set up the check in station or communicating with the Set Up Team when you are unavailable to arrive early.
- Each week tearing down the station and return all iPads, printers, and cables back to the student center at the end of the night.
- Once check in is completed return to your environment and help lead, connect with students, and oversee the program. This role will involve building relationships with teens and pouring into their spiritual lives. *Check the Roamer/Room Leader description*