

Grace Bible Church
Children's Ministry Job Description

GATE KEEPER

Task: To greet families, to help check in children as they arrive, and to ensure only authorized individuals have access to the children's ministry area.

Term: Week by week, on a rotating basis

Supervisor: Ranae Hamilton

Individual Responsibilities:

- Have a genuine personal relationship with Jesus Christ.
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer.
- Worship regularly with the church family.

Team Responsibilities:

- Participate in scheduled gate keepers' meetings.
- Attend at least one semi-annual Children's Ministry safety seminar.
- Express concerns or needs as a gate keeper to your supervisor.

Sunday Morning Responsibilities:

- Arrive at least 30 minutes before children's ministry activities are scheduled to begin (currently, that would mean a 9AM arrival time).
- Make sure the check-in stations are in position, the check-in app is loaded, and printers have sufficient badge labels.
- Make sure children's ministry volunteers are in their designated classrooms.
- Assist parent(s) as needed to check in.
- Offer a friendly greeting to each family, alerting families to any special announcements or procedural changes.
- Pay special attention to visitors. Get names, addresses, and contact information, give temporary name tags, and direct children and parents to appropriate rooms, etc.
- Prepare classrooms with snacks.
- Notify a child's parent or guardian when medical or discipline issues warrant.
- Communicate with the church security team in case of emergency situations.
- Ensure that only authorized individuals or parents with a security badge are permitted in the children's ministry area.