

Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
K-4th Greeter	Children's	K-4 th grade	(leave blank)
Biblical Reference <i>(List reference only)</i>		Purpose of Position <i>(Why this role is important in the life of the church)</i>	
Matthew 18:5		Welcomes children and parents and guides them through sign-in, creating a smooth transition into class	
Ministry Description <i>(List specific tasks; responsibilities of this position)</i>		Desired results <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> Greet students and parents and instruct new students in the sign-in process Openly communicate with teachers, leaders, director and the Children's Pastor 		<ul style="list-style-type: none"> Children feel welcome and transition smoothly into the class Parents are well-informed and understand the process for signing into class 	
Time Commitment <i>(Arrival time; length of event; how often)</i>		Length of Commitment <i>(6,12,24 months)</i>	
One service, once a month (Greeter currently leaves once class begins)		12 months	
Skills, Talents, Gifts, Qualifications <i>(Help to support the ministry)</i>		Meetings & Training Opportunities <i>(Needed or available to do this ministry)</i>	
<ul style="list-style-type: none"> Ability to communicate effectively 			
Special Requirements (audition, background check, attendance, classes, etc.) or Notes:			
<ul style="list-style-type: none"> Background check Regular attendance at Harmony for at least 6 months Welcome to Harmony class 			
Responsible to: Shannon Le Grand, Children's Pastor		Ministry Connector: Jenny King	
Date Ministry Description Completed		1/09	