

High Praises Church

Children's Ministry Job Description

Revision Date: 12/29/08

Title: Greeter

Position Summary: The Greeter under the direction of the Impact Team Director helps ensure that each child is greeted as they enter the Children's ministry area. The Greeter helps to implement the Children Ministry vision within the group and supports the other Children's Ministry directors, leaders, and team members.

Responsibilities:

1. Greet each child as they enter the Children's ministry area
2. Learn children's names in order to provide personal greeting
3. Greet parents as they check-in children
4. Dresses appropriately, keeping in mind that the Greeter is the first impression made
5. Greet visitors with children and explain Children's ministry services
6. Personally tours visitors through ministry area
7. Escorts children to game room, small group room, or auditorium as appropriate
8. Ensures that children are directed to Check-In station and parents (adults) are checking in children.
9. Ensures that Greeters are in place before service to enthusiastically greet all children and parents.
10. Helps answer basic questions from parents and visitors
11. Ensures Impact Team Director is notified of any issues especially safety or security issues.
12. Available and visible before and the first fifteen minutes of services
13. Adheres to High Praises Children's Ministry safety and security procedures

Qualifications:

1. Member of High Praises
2. Consistent and vibrant walk with Jesus Christ
3. Able to work well with people, especially pre-school and elementary age children
4. Outgoing personality
5. Love for children
6. Demonstrates a servant's heart
7. Baptized or seeking the baptism of the Holy Spirit
8. Sensitive to the Holy Spirit's direction
9. Have a long-term view of ministry
10. Successfully complete a background screening