

ELEMENTARY HALLWAY ATTENDANT

Position	<i>Hallway Attendant</i>
Ministry	<i>HP Kids (Elementary)</i>
Role Type	<i>Serving</i>

At Hope Point Kids we strive to teach kids WHO GOD IS (leading them to applaud God), WHO THEY ARE (leading them to follow Christ) and WHAT THEIR RESPONSIBILITY IS (leading them to live on Mission). We do this on Sunday Mornings during small group and large group time, using The Gospel Project as our curriculum. During a child's time in our children's ministry they have the opportunity to systematically walk through the Bible 3 complete times. Preschoolers first learn the stories of scripture on their level. Our younger elementary students focus on how those stories connect to Christ and our older elementary students are introduced the essential doctrines of our faith as they walk through the Bible a third time.

Expectations

- Consistent church attendance
- Complete background check requirements and Child Protection Training
- Serve every 3 weeks on rotation

Competencies

- A personal spiritual life growing toward the biblical mandates for leaders (1 Timothy 3:1-7)
- Gaining a working knowledge of God's word, supportive of the Church's vision and doctrinal statement, and willing to participate in membership classes
- Energetic and engaging, friendly and inviting
- Self-directed with strong communication and leadership skills

Responsibilities

- Utilize Planning Center Online services for communication with Director regarding scheduling, and blocking out unavailable dates.
- Arrive early and assist with Early Arriver Room and greeting parents
- Complete Hallway Set Up (when Elementary director is unavailable)
- Participate in training to become confident in troubleshooting common problems with Planning Center Check In. Stay current on new or changing technology when implemented.
- Register new visitors with guest connection cards, special needs/Allergy forms, and explain security badges. Walk new families to small groups and introduce to teachers.
- Prepare and print classroom rosters, deliver to small group leaders
- Work with staff or elders to locate any children who are checked in but not in classroom
- Ensure a safe environment for all children by following all Child Protection Guidelines and locking outer doors after check in is complete.
- Serve throughout the teaching hour by assisting small group leaders, ex: children's restroom needs, minor first aid needs, disciplinary needs/monitoring time outs, contacting special buddies for assistance
- Become familiar with all tear down and storage needs for HP Kids Elementary
- If unable to serve as scheduled, contact director to confirm the change. If you experience unexpected or last minute conflict please contact Director as soon as possible.