

Two by Two: A Call for Servants

Mentor. Model. Multiply

A Volunteer Campaign

Volunteer Position Description & Serving Principles and Guidelines

Position Title: Check In

Ministry Area: Kid Ministry

Team Leader: Ryan and Hannah Coffey

Contact Info: rytcoffey@gmail.com, hannahjoycoffey@gmail.com

Position Purpose

Welcomes families and manages the secure check-in/check-out process for children's ministry. Ensures each child is properly registered, provides name tags, and communicates with parents as needed. Plays a key role in creating a friendly and safe first impression.

Key Scripture for This Position

"Therefore welcome one another as Christ has welcomed you, for the glory of God." – Romans 15:7 (ESV)

Time Commitment

- Arrival Time: 8:45 (1st Service) or 10:30 (2nd Service)
- Serving Time: 9:15 – 10:15 (1st Service) or 11:00 – 12:00 (2nd Service)
- Frequency: Once a Month

Primary Responsibilities

1. Oversee the drop off and pick up procedures, making sure that each child can be safely returned to their correct parent or guardian.
2. Assist new members and visiting guests to get added to the sign-in system and provide any relevant information/direction regarding the KidMin program.

Serving Principles and Guidelines

- Serve with humility, grace, and a servant's heart.
- Be present and prepared for your area of service as assigned.
- Work in harmony with your team and leaders.
- Represent Christ in your attitude, speech, and actions.
- Follow any ministry-specific instructions provided by your leader.
- Pray for those you serve and for your fellow volunteers.
- Encourage and build up your team members.
- Seek opportunities to mentor and be mentored.

Training & Support

- Initial orientation with: [Ryan and Hannah Coffey](#)
- Ongoing mentoring provided by: [Existing Volunteer](#)
- Shadowing opportunity available: [Yes](#) [Background check required](#)

Two by Two Principle in Action

- Mentor – You will be paired with or mentored by an existing volunteer.
- Model – You will observe and serve alongside your mentor before taking the lead.
- Multiply – After training, you will help train and encourage a new volunteer.

Acknowledgment

I understand my volunteer position and commit to serve faithfully.

Volunteer Signature: _____ Date: _____

Leader Signature: _____ Date: _____