

**Journey**  
**BIBLE FELLOWSHIP**

**Journey Kids Shepherd**

**Playbook**

**Check In**

## **Journey Kids Mission Statement**

We exist to introduce children to Jesus and to guide them to learn, believe, accept and share God's Word.

## **Table of Contents**

Why Volunteer?	Page 3
Journey Kids Volunteer Staffing Vision	Page 4
Journey Kids Check-In Goals	Page 5
Commitment to Shepherds	Page 5
Journey Kids Organization Chart	Page 6
Shepherd Expectations	Page 7
FAQs	Page 8

# Why Volunteer?

*Then I heard the voice of the Lord, saying, “Whom shall I send, and who will go for us?” Then I said, “Here am I. Send me!”*

**Isaiah 6:8**

- “I get to know lots of people!”
- “It brings me joy.”
- “I love watching the kids grow over the years!”
- “I love seeing the kids’ excitement!”
- “I like my kids to see me involved in my church and serving others.”

The greatest benefit in volunteering is knowing you helped children build a relationship with Jesus Christ.

*“For even the son of man came not to be served but to serve others and to give His life as a ransom for many.”*

**Matthew 20:28**

# Journey Kids Volunteer

## Staffing Vision

Children benefit from building relationships with trusted adults who invest in them on a consistent basis. It is in our children's best interest to staff volunteers who commit to serve every Sunday for one service and worship with the body for one service. While it would be ideal for our volunteers to commit to serve every Sunday for a year, we are offering an A/B rotation. If you are unable to commit to every Sunday for a year, we are asking you to commit to every other Sunday for a year. You would be serving one service every other week. To allow for occasional absences, our goal is to have the classrooms staffed with enough volunteers so that one could miss a Sunday, and we would still have enough volunteers in place to adequately staff the class. However, with an A/B rotation, you could easily trade a Sunday with a server on the opposite rotation. You would be serving approximately 1.5 hours, 26 times during the year.

Staffing for the Check-In station is two adults per service

“Work willingly at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ.” **Colossians 3:23-24**

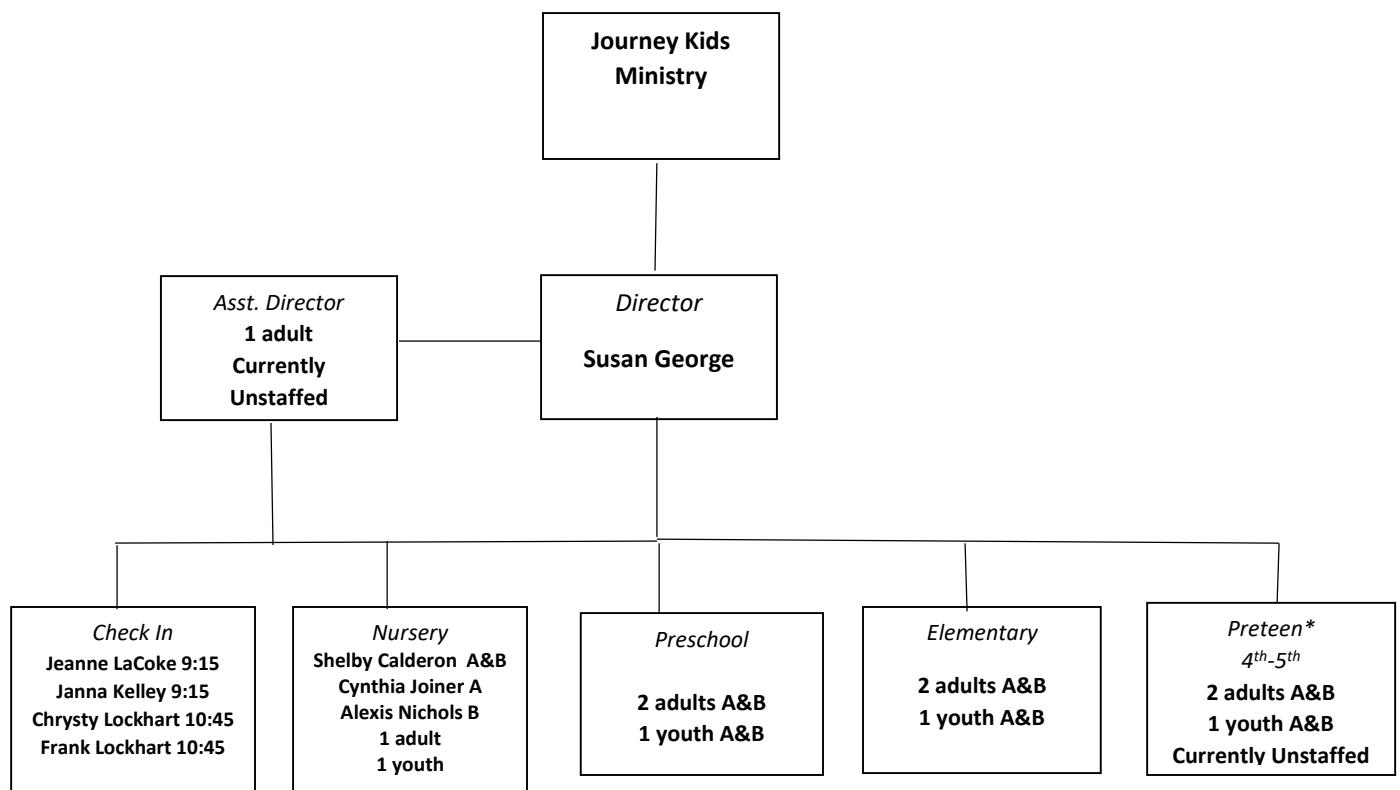
# **Journey Kids Check-In Goals**

- To welcome each family checking in a child(ren).
- To make families familiar with the area(s) to which their child(ren) will go.
- To help each family feel comfortable, safe and welcome in our ministry area.

# **Commitment to Shepherds**

1. To seek out individuals who are committed to serving by ministering to children and their families.
2. To provide volunteers with adequate training to fulfill and excel in their roles to the maximum potential.
3. To provide adequate materials and curriculum.
4. To support each teacher/volunteer in prayer and by providing adequate supervision and assistance.
5. To provide each teacher/volunteer with a clear understanding of our mission statement and job description to enable their success in their volunteer position.
6. To be available and provide support to you and your family.

# Journey Kids Organization Chart



# **Journey Kids Check-In**

# **Shepherd Expectations**

Location of Ministry: JBF Check In Desk

Time of Ministry: 9:15am-9:45am; 10:45am-11:15pm

Ministry Responsibilities:

1. Be prepared by being logged in and at the check-in station on time and making sure the label maker is loaded.
2. Greet each family as they approach the station and explain to new families how the label system works. (Each child receives a label with their name and a check in number that corresponds to a number on the parent label. Parents must present their label when they pick up their child(ren) from their respective children's ministry areas as a safety precaution.)
3. Be sure to get an adult contact phone number and/or email for each new child you check in. We would use the phone number to text the parent during the service should their child need attention.

# FAQs

## **1. What if the laptop quits working?**

Since these are typically turned on and checked prior to your arrival, this shouldn't be an issue. However, if you have a technical difficulty, try turning off and then back on. If that doesn't work, record their names on a sheet of paper; pull labels from the label maker and have the parent handwrite their child's name on one and their name/child(ren)'s name on one to keep with them.

## **2. What if the label maker runs out?**

There are additional labels under the check-in desk on the right hand side/left cabinet. You may put a new roll in the label maker or find the ministry director to do so for you.