

PRESCHOOL HALLWAY HOST

GOSPEL CITY CHURCH

Summary:

The Volunteer Preschool Hallway Host supports the Children's Discipleship ministry team by greeting and checking in the Nursery and Preschool Volunteers prior to the start of a Sunday morning service. The Hallway Host serves the children and volunteers by making themselves available for assistance. This role is very important for maintaining a safe and effective children's discipleship environment.

Reports To: Children's Discipleship Director

Department: Children's Discipleship

Status: Part-Time

Type: Volunteer

Supervisory Role: No

Hours: One to two Sundays a month during one Sunday Worship Gathering

Primary Responsibilities:

1. Greet and Check In Preschool Classroom Volunteers
2. Assist and Serve Volunteers
3. Help maintain a calm and safe environment in the classrooms and halls

Qualifications:

- Demonstrates a genuine love for children and biblical discipleship.
- Possesses the gift of hospitality and enjoys helping others feel welcomed and cared for.
- Strong organizational skills with careful attention to detail.
- Self-motivated and dependable.
- Able to solve problems calmly and communicate clearly.
- Demonstrates a willingness to follow the direction of the assigned staff or ministry leader.

Essential Duties and Responsibilities:

1. Greet and Check In Preschool Classroom Volunteers

- Arrive 30 minutes before the start of the service.
- Stand in your assigned greeting space to warmly greet families.
- Check off the volunteers on the schedule as they arrive.
- Help identify which rooms are not correctly staffed and report it to the staff member overseeing that service.

2. Assist and Serve Volunteers

- If a baby is crying and inconsolable, offer to remove the child from the classroom and try to calm them down by holding or strolling them in the halls.
- If the child continues to cry, the staff member overseeing the service will help contact the parent(s).
- Some ways by which to serve the volunteers are by helping them pick up toys while their class is at the playground, assisting in passing out snacks, or helping to get the right support when an issue arises.

3. Help maintain a safe environment in the classrooms and halls

- A standard rule is “You Plus Two”. In other words, a child is never to be alone with an adult. Therefore, it is helpful to have an extra set of eyes and hands during potty breaks. Never go behind a closed door with a child.
- Continually walk around the halls monitoring classrooms.
- Take the same assigned position at the end of the service to ensure an adult picks up kids.

SPIRITUAL & CULTURAL EXPECTATIONS

- Member, or willing to pursue membership, at Gospel City Church.
- Attends worship service faithfully. In the weeks they serve in Kids, attempts to work one and worship one.
- Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
- Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
- Models servant-hearted leadership—willing to do both visible and behind-the-scenes tasks with joy.