



## Check In

**Ministry Director:** Name: Angela Lee

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**Ministry Purpose:** This ministry serves as a Pastoral Care tool as well as a security measure for our children. Our hope is that everyone will check in.

### Specifics

**Positions:**

- Lead Check-In
- Check-In Assistants

**When:** First Service: 9:00am – 9:45am on scheduled Sunday

Second Service: 10:45am - 11:30am on scheduled Sunday

**Where:** Either @ the check-in counter as you enter the sanctuary or the Green Room

**How often:** At least 1 time per month

**Minimum Commitment:** 3 Months

**What to expect:**

- Schedule assignments sent via email each month
- Follow up reminders of scheduled Sundays
- A Lead check-in Assistant available at all times in case of computer issues
- To serve others in our church by ensuring they are properly checked in for service
- Feedback from the Ministry Director on processes and procedures
- Training (with a Lead check-in assistant or the Director ) the same day as first scheduled Sunday