**Title: 5th & 6th Grade Guest Services Team**

**Department: Northview Students**

**Campus: Carmel Campus**

**Supervisor: Northview Students and 5th & 6th Grade Pastor**

**Category: Volunteer**

**Date Revised: January 28, 2020**

**Overview**

* Provide care, support, and hospitality to students & families as they arrive for services – with special attention given to first-time students & families

**Big Picture**

* Function as a support role to the life group leaders (or table leaders) and the Carmel Campus 56 Pastor
* Give intentional care to students & families as they arrive

**The Win**

* Helping every student and family feel welcomed, loved, and valued when they arrive for services in the Northview Student Center
* Making a large environment feel small by immediately assigning the student(s) to a life group based on their grade/gender/geography
* Introducing new students to their life group leader(s)
* Offering to give a tour of the facility and show students & families around
* Writing a handwritten note to all first-time guests
* Giving a gift to all first-time guests

**Time Requirements**

* 2-4 times per month (Saturday nights – 4:30-6:00pm, Sunday mornings – 8:30-10:00am or 10:30am-12:00pm)
* Some limited administrative work (writing postcards, making sure we are properly stocked on all supplies)
* Attend leader meetings (three times a year)
* Be involved with special events outside of weekly programming (3-4 per year)
  + As much as your schedule/margin allows

**Qualifications**

* Follower of Christ
* Be consistent with church attendance
* Maintain a biblical, Christ-centered worldview
* Using the spiritual gifts of helps, hospitality, and encouragement (certainly not limited to only these three)
* Be encouraging
* Support the Carmel Campus Student Pastor and Northview Students ministry