

Check-In Leader

Spring – Fall 2025



OVERVIEW

The Check-In Leader will oversee the check-ins at the very beginning of Youth Group. A Check-In Leader can be either an adult or a student. The Check-In Leader is usually the first person a student will see when they enter the Student Center. It is imperative that a Check-In Leader be kind, welcoming, and patient towards all students who walk in the Student Center. The Check-In Leader will be assisted by other Check-In Supporters, making sure every student signs in on the Check-In app on the WSM iPads.

TIME COMMITMENT: *30 minutes - Can attend Youth Group or participate in other WBC programs*

DESCRIPTION

Under the oversight of the Student Ministry Pastor and the WSM Ministry Assistant, the Check-In Leader will be responsible for the following:

- Making sure every student who enters the Student Center signs into the Check-In App on the WSM iPads..
- Being the lead greeter to welcome students to Youth Group.
- Setting up the WSM iPads at the Check-In Station before Youth Group begins.
- Moving the WSM iPads to the stair wall after praise starts.
- Modeling leaderlike behavior during Youth Group meetings:
 - participating in praise
 - listening respectfully and attentively to the message
 - helping encourage other students to grow in Christian maturity.
- Managing their Planning Center Online schedule:
 - accepting or declining their assigned position within a week of receiving it
 - providing block out dates
 - familiarizing themselves with the Youth Group schedule prior to the Youth Group meeting.
- Assisting with Youth Group activities, engaging other students, and any necessary peer-to-peer or adult-to-student behavior correction.
- Attending the 6pm pre-service prayer and prep meeting before Youth Group on their assigned day.

Wednesday Nights

- Attempting to learn the names of other students who attend Youth Group