



**Check-In
2020
Volunteer manual**



- Our vision -

ORANGE IS SIMPLE.

IT'S A STRATEGY.

It starts with two individual influences in a child's life:



Alone, these two work hard to ensure that every child has a

**BETTER
FUTURE**

But when they're COMBINED, the home and church will have a

**GREATER
IMPACT**

And that is... ORANGE. Partnering with parents to ensure a better future and make a greater impact on the next generation.

- Our values -



Fun- from the moment kids walk into our environment we want to create a fun and exciting place through the environment, activities and teaching that we provide.



Safe- we seek to provide a safe environment so that parents and kids feel comfortable and secure when in our care.



Biblically Relevant - we want to communicate the message of the gospel and clearly communicate the Scriptures in a compelling, accurate, age-appropriate and applicable way.

- Our goal with Check-In -

Create a clean, efficient, hassle-free and safe check in process. We wish to excel in our value of safety by providing a check-in process that parents feel comfortable leaving their child in our care on Sunday Mornings or in events and outings.

- Serving commitment -

- At least 2 hours of service once a month during the 2020 calendar year. For weeks in which you know you will be out, please contact us to let us make arrangements.
- Volunteers should arrive in the serving area no later than 8:15am for set-up.
- All volunteers should attend a service on the week they are serving. Serving should not take the place of Sunday service but be in addition to it
- Background Checks are recommended for all volunteers
- Watch training videos and have an working understanding of our check-in process and the check-in system.
- Uphold the Serving Covenant and Sign the Serving Agreement (*see below*)

- Serving covenant -

1 Timothy 4:12

"...But set an example for the believers in speech, in life, in love, in faith and purity."

○ **Speech**

- I will engage in honest and encouraging communication. I will refrain from damaging speech. I will communicate with those I minister to and am ministered by.

○ **Life**

- I will live a life that endeavors to show my belief in Jesus Christ. I will seek to be a person of Biblical integrity. I will live humbly and seek the input of other believers to sharpen my walk.

○ **Social Media**

- I will be careful and respectful in what I post online (church and non-church related topics)
- If something is difficult in my service to our children and families at church, I will talk with my leadership about it. I will not post anything of a complaining nature online.
- I will use discretion when posting and remember that little eyes are watching.

○ **Love**

- I will cultivate my relationship with God through daily contact with him. I will support the ministry of the church. I will reach out to those in my path with the saving hope of Christ.

○ **Faith**

- I will hold to the teachings of Plum Creek. And remain faithful to the membership covenant here at Plum Creek. I will not intentionally teach material that is inconsistent with our Statement of Faith.

○ **Purity**

- I understand purity to mean fidelity in thought, word and deed. I will consistently fulfill the responsibilities of my position. I understand that sexual behavior has a direct and unique impact on my ministry and my testimony. I will not engage in any sexual activity except in the God ordained context of marriage.

****By serving you agree to uphold the Serving Covenant*

- Set-Up -

Everything needed for check-in can be found in the Storage Room inside the Kids Hallway

1. Two Self Check-In Kiosks
 - a. LOCATION: Kids Town Hallway (left and right-hand side)
 - b. iPADS: any without a case
2. Extra Printer Cart
 - a. LOCATION: Gathering Area (against the wall by the Janitors closet)
 - b. IPAD: one with blue case

3. First-Time Family Check-In Desk
 - a. LOCATION: Gathering Area (in front of the two exit doors on Kids Town side)
 - b. iPad: any without a case
4. First-Time Family Check-In Flag
 - a. LOCATION: Beside the First Time Family Check-In Desk

iPads can be placed in the black lock case/stand and then secured in place by pressing the small grey lock.

After securing the iPads in the stand follow these steps to set-up the iPad

1. Turn on the printer and wait until the Wi-Fi light stops flashing Blue and stays solid blue
2. Press the Home Button on the iPad
3. Enter Password: 9995
4. Select the Check-In App located at the bottom of the screen (Green app with check mark)
5. Login using these credentials:
 - a. Domain: plumcreek
 - b. Username: Check-In.Volunteer
 - c. Password: 123456
6. Press Login
7. Select the printer (this will vary depending on what station you are setting up) however, you can look at the back on the printer on the station you are setting up to determine which printer to select.
8. After selecting the printer and the Blue checkmark comes up, select next.
9. Select the station (this will vary depending on which station you are setting up). Be consistent with the printer you selected.
10. After selecting the station and the Blue checkmark comes up, select next.
11. You are set-up... now do a test print. If the test print works, move to step 13.
12. If the test print does not work. Exit out of the APP and check WiFi connection on the iPad and printer and try working through steps 4-11 again. If it still does not work, find Dylan or a staff member. You can also text the Check-In coordinators.
13. ONLY FOR SELF-CHECK-IN KIOSKS: select the options button in the bottom left hand corner and then select "Lock in Kiosk Mode"
14. Repeat which the other two stations.

- Shut-Down -

Exit out of the App on the iPad

1. ONLY FOR SELF-CHECK-IN KIOSKS: Select options" in the bottom left-hand corner, select "unlock" Enter in credentials:
 - a. Login: Check-In.Volunteer
 - b. Password: 123456
2. Select "Options" in bottom left-hand corner, select "Logout"
3. Press the iPad's home Button.
4. Unlock the iPad from the Case/Stand. Use the color corresponding key to the stand.
5. Gently take out the iPad, lock the iPad by selecting the lock button on the top right hand side of the iPad.

6. Plug every iPad back into the charging station in the Storage Room
7. Turn off printers
8. First-Time Family Check-In Desk- Unplug from floor outlet, close outlet. Place extension cord and cord cover on top of the desk and roll back into the Storage room. Place in the center of the room.
9. Move First Time Family Flag into the Elementary Room. Just inside the Pick-Up Doors.
10. Self-Check-In Kiosks- Unplug, set-printer on upper desk, roll into the storage room underneath the First-Time Family Check-In Desk.
11. Extra Printer Desk- Unplug and roll beside the Self-Check-in Kiosks in Storage room

- Volunteer check-List -

- Signed-up to volunteer by submitting my contact information
- Either Completed a Background Check and have been cleared to serve or discussed a no-background check route with the Kids Minister
- Watch the training videos related to my area of service
- Read through the Volunteer Manual

- Submitted an order and received a volunteer T-shirt
- Signed and submitted the serving agreement
- Asked questions and got clarification on my responsibilities
- Met my coordinator and understand their role
- Served at least once with a volunteer who understands the role and responsibility.

If you have checked off each of these items, you are ready to be a successful volunteer.

- agreement -

I have read and agree to the volunteer material and serving covenant. I understand my responsibilities as a check-in volunteer as a part of the Kids ministry at Plum Creek. I am committed to show up on the Sunday I am scheduled to serve (or make arrangements if I am not) and display a Christ-like character with kids, families and other volunteers and staff. I understand that my role is to be a friendly and welcoming face to first-time families and to our regular attending kids and families. By signing this agreement, I am agreeing to be a volunteer for the duration of the 2020 calendar year.

NAME

SERVING ROLE

SERVING WEEK

MY CORDINATOR

MY SIGNATURE

DATE

FOR OFFICE USE ONLY:

Agreement Received Date: _____

Background Check Date: _____