

# CTCC Parent Helper Responsibilities

## **Parent Helper A Responsibilities:**

1. Stand by entrance, welcome kids and remind kids to put on nametags. Encourage younger kids to sit in the first 2 rows.
2. Welcome First Time Visitors and their parents and do the following with them:
  - Complete the Newcomer Information Sheet and give the completed form to the AC.
  - Write down child's name and date visited on Visitor's Clipboard.
  - If first time visitor is in kindergarten or younger, take them to Little Worship Room.
  - Find a Canaan Child for First Time Visitors to sit next to if he/she did not come with a Canaan Child.
3. For a child who has only visited a few times, he/she will not have a nametag. Look for his/her name on the Visitor's Sheets and write down today's date behind the child's name and the list of dates. Be sure to give the child a sticker nametag for the day.
4. During Worship service, please sit near the kids so that you can encourage participation & good behavior. Discourage improper behavior like eating food, chewing gum, reading personal materials, talking off-topic, playing with toys, or disturbing others. Only help with the lunch set up if Parent Helper B needs you to.
5. After Children's Worship, please make sure that newcomers have a lunch and help them find their parents.

## **Parent Helper B Responsibilities:**

1. At 10:45am, go outside to tell children to come inside and sit down for worship service. Tell children who are still eating to finish their snack quickly or put them away.
2. Tell children to store their belongings under their chairs.
3. During Worship service, please sit near the kids so that you can encourage participation and good behavior. Discourage improper behaviors like eating food, chewing gum, reading personal materials, talking off-topic, playing with toys, or disturbing others.
4. Around 11:40am, begin lunch set up for the kids (see posted instructions in the kitchen).

**Please arrive and be ready to help by 10:40am.**

**If you cannot help on the Sunday you have been assigned, please inform Amy Huang ([amyychuang@yahoo.com](mailto:amyychuang@yahoo.com) or 408.253.7168).**

**Thank you for helping out at Children's Worship!**