

**TALMADGE HILL COMMUNITY CHURCH**

**Sunday School Assistant (*Doorkeeper*)**

**Role and Responsibilities**

The **Doorkeeper role** is intended to offer support for the Sunday School Teacher, the children and the church community in two primary ways:

1. They are attentive to holding this space as sacred and as safe;
2. In keeping with church best practices, they are attentive to the unique needs of each child and the group so that each child experiences welcome and connection and so that the goals of the overall program can be accomplished without unnecessary disruption.

 The **Doorkeeper responsibilities** are as follows:

1. Greet each child by name.

o Registration forms are kept in each child’s folder. If there is a new child, assist the Sunday School Teacher and parent to make sure the forms are completed.

1. Help children enter and settle.
2. Sit with a child who leaves the circle and attend to their needs.
3. Monitor the doorways.
4. Assist with departure and transitions.
5. Bring a simple snack for the children (allergies are listed on the registration forms).

o In keeping with the culture of Talmadge Hill, our desire is that each person experiences radical welcome. Having a special snack for the children is another experience of this intentionality.

o If you are not able to bring a snack, please let Dorothy McClure (dormcclure@gmail.com) know and other arrangements can be made.

***Thank you for serving our community in such a meaningful way!***