



COMMUNITY CHURCH

STUDENT MINISTRY

GUEST SERVICES GUIDE

First Time Guest Check In

- Welcome guest and invite them to first time guest table
- Instruct parent to fill out first time guest form
- FTG gift to student & inform parent of resource booklet inside.
- Place form with completed forms
- Connect new student with a host
- Walk family to main sanctuary and introduce to ushers for seating

Guest Assimilation



Checking In

Setting up ipad:

- unlock iPad with code: **2400**
- make sure ipad is connected to wifi/hotspot
- Login to F1 app with code: **2494**
- Select appropriate service time

Questions to ask when checking students in:

- Ask for the last 4 digits of the parent phone or guardian number (most efficient option) or
- Ask for the first and last name of parent/guardian or
- Ask for the first and last name of the student or
- Have student fill out a manual check in card