

# ① Attendance Pad Team Member



**Check the attendance registration pads for missed sheets and replenish necessary cards.**

## **TRAINING:**

Training will be done prior to first time of service

## **TIME COMMITMENT:**

Sunday afternoons or Mondays by noon; If optimum number of volunteers is reached (six), each volunteer would serve on rotation basis one whole month two times per calendar year (Example: January and July)

## **PHYSICAL OR OTHER REQUIREMENTS:**

None

## **CAN YOUTH SERVE?**

Yes – Minimum Age 9th Grade

## **DETAILS:**

- Each Sunday our ushers are assigned the task of tearing out the registration sheets from the attendance pads and stacking the pads up in the back of the FLC. Either Sunday evening or Monday morning, you will come to the church and check the stack of pads to:
  - a) Tear out any registration sheets that were left in by the Ushers (turn these into the office before you leave)
  - b) Replenish Prayer Request Cards, as needed
  - c) Replenish New Member Cards, as needed
  
- It is your responsibility to communicate with the office if they are unable to check the pads in the time frame expected so that a substitute can be assigned.