



Position:	Welcome Desk
Purpose:	To be a welcoming face and provide information to visitors as required
Spiritual Gifts:	Helps, Hospitality, Service
Responsibilities:	<p>Arrive at least 15 minutes before each service starts (when there are two services assist before and after both services).</p> <p>Assist guests/visitors with directions. Answer questions or seek out someone who can assist.</p> <p>Ask newcomers to fill out a Connect Card. Copies are in the Welcome Desk.</p> <p>Assistance with the debit machine, located at the Welcome Desk, may be required.</p> <p>If you are unable to serve on a week that you are scheduled, please contact someone else on the Welcome Desk team to take your place.</p> <p>Wear lanyard with your name tag when you serve. Lanyards are on the Welcome Team Hook outside the Pastor of Congregational Care's office.</p>
Accountability:	<p>This ministry falls under the leadership of the Pastor of Congregational Care.</p> <p>Scheduling is done by the Church Administrator.</p>

Welcome new visitors, provide information, and help people with next steps. If you enjoy friendly conversations and have a heart for newcomers this could be a ministry for you.