

VOLUNTEER MINISTRY JOB DESCRIPTION
Ministry of Hospitality Team
GREETER

Nature of the Position

This position is of primary importance. The primary goal of the greeter(s) is to welcome the community (new and old) as they enter the church and to act as host/hostess for the community during worship services. Do not hesitate to ask for assistance with greeting from an experienced parishioner if the coffee host(ess) is not available and the volume of visitors requires assistance.

Outline of Responsibilities

arrive at church a ½ hour before a service begins

welcome the community as they arrive and encourage them to wear their name tags if they have them

welcome & orient newcomers to the building, encourage them to wear a red visitor bow, invite them to sign the guest book and introduce them to a warden or others

you should remain in the Narthex for the service and sit on the comfortable chairs or sofa there

sit near the entrance door so you can be the "security" for the building during the service

be aware of the general activity of the building (i.e. the narthex) especially as it relates to worship and assist in noise and behavior control where necessary and to be a resource to anyone who needs assistance prior to or during the service

try to identify anyone who may need a hearing enhancement device and alert the sidespersons. They are responsible for setting them out each Sunday.

try to identify anyone who may need the assistance of the sidespersons to be helped to a seat

After the service, remain at your post in the Narthex and encourage visitors (and regulars!) to come in for coffee. Introduce visitors to appropriate parishioners

Assist the coffee host(ess) as needed during the social time and with clean up if he/she needs your help.

Skills & Experience

enjoys welcoming people and making them feel comfortable whether they are new or old to the community

the ability to work in chaos and change gears quickly if the need arises

needs to be able to communicate well with the wardens and clergy regarding the needs of the community

Boundaries & Limitations

must uphold the parish's Risk Management Policy

Support, Supervision & Training

under the direct supervision of the Coordinator and Parish Life Committee Chair

a willingness to attend training sessions

Participation Group

the worshipping community

Screening Category

Low Risk

Length of Term

one year, renewable

Benefits to the Volunteer

the primary benefit to the volunteer is the ability to welcome and get to know the community as they enter the church doors

the ability to fill the important role of helping people feel welcome and orienting them to our community