

HOST TEAM WELCOMING

ON MISSION TOGETHER



JOB DESCRIPTION

Purpose: to help newcomers and regulars feel like they've come home.

Principles: (1) first impressions are crucial, and (2) we want to build friendships not just be friendly

SETUP (arrive 25 mins before the service starts)

- **A frame:** put out two A-frames (beside the steps; on the corner)
- **Welcome table:** put out tall table and compile handout + gold welcome card + pen, ahead of arrival.
- **Cleanup:** sweep the stairs if necessary; check the chairs are clean and have Bibles
- **Pray and be ready for early arrivals!**
- **Stay at the door:** to welcome those running late until kids leave for Kids Church (or until 15 minutes into the service at 6pm)

IDENTIFY NEWCOMERS

- **Introduce yourself by name**
- **Be ready with info** about kids' activities, coffee facilities, toilets, etc
- **Introduce to someone else**, so you can return to the welcome desk

FOR REGULARS + NEWCOMERS

- **Write a nametag**
- **Handout** their bundle

LAST SONG

- **Collect cards:** take a gold card in your hand, and start from the front and work backwards (to give people time)

AFTER THE SERVICE ENDS

- **Look out for newcomers:** say hello, chat to new people after the service, introduce them to others during the post-service chat time
- **Packup:** bring in A-frame (leave corner one out) + welcome table

Roster created by: Office Administrator

Reports to: Host Team Leader

10am – Ruth Jothy | 4pm – Jeff and Bec Ling