

Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Welcome Team Host(ess)	Welcome Team		M-1
Biblical Reference		Purpose of Position	
Gal 2:9		Creating a friendly, safe and helpful atmosphere for our weekly guests will better enable them to engage the ministry time in a more meaningful way	
Ministry Description <i>(List specific tasks; responsibilities of this position)</i>		Desired results <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> • Help prepare bulletins before first service, inserting sermon notes and other enclosures • Extend greetings of friendship and welcome to each Sunday morning attendees • Offer bulletin (usually one per family) • Identify new attendees & inform them of their gift in the Hospitality Room directly after service. • After each segment of service ends & begins, open & close sanctuary doors • Hospitality Room, after each service, stay 20 min to assure all new attendees have been extended the best HV hospitality. During this time gather contact information, extend information about HV and invite them to the next Welcome To Harmony class 		<ul style="list-style-type: none"> • Guests are greeted personally and assisted with their requests and questions • First-time guests are invited to the Hospitality Room for a special gift, a personal conversation and offer the dates of the next Welcome to Harmony class • Welcome Team is well informed and actively demonstrating their roles 	
Time Commitment <i>(Arrival time; length of event; how often)</i>		Length of Commitment <i>(6, 12, 24 months)</i>	
First Service: 4 Hosts, ready at 8:10 Second Service: 4 Hosts, ready at 9:50		12 months, welcoming once per 6 to 8 weeks	
Skills, Talents, Gifts, Qualifications <i>(Help to support the ministry)</i>		Meetings & Training Opportunities <i>(Needed or available to do this ministry)</i>	
<ul style="list-style-type: none"> • Bright smile, courteous behavior, adaptable to seeking answers immediately for attendees • Servant spirit • Casual modest dress; clean, pressed, knee length skirts & shorts, no low-cut blouses, halter tops or torn jeans • Knowledge of Sunday ministries and facilities • Contribute to ministry with suggestions to Ministry Leader 		<ul style="list-style-type: none"> • Read, understand & execute Ministry description • Individual & group Training will be held as needed 	
Special Requirements (audition, background check, attendance, classes, etc.) or Notes: Weekly attends HV service. Supports HV in prayer and principle regularly. Attending a Welcome to Harmony class is required for serving in this position. Completing a MAP class is also strongly suggested for filling this ministry role.			
Responsible to: <i>Doug Day</i>		Ministry Connector: Doug Day	
Date Ministry Description Completed		4/11	