

Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Welcome Team Lead Host(ess)	Welcome Team		M-2
Biblical Reference		Purpose of Position	
Gal 2:9 – offer “the right hand of fellowship”		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"> • Personal commitment to Welcome Ministry in devotion, prayer and actions • Arrive no later than 8:00 (or 10:15) on Sunday mornings when scheduled • Assure that building doors are unlocked • Place 10 Welcome packets on Hospitality Room tables (under cabinet) • Turn on sanctuary lights (including balcony lights) • Wear walkie-talkie headset to improve in-house communication with all team leaders • Assure bulletins are ready at the two main entrances • Assist with miscellaneous needs (elevator operation, unlocking interior doors, maintenance requests, etc.) • Assure Hosts(esses) are on duty for each service • Assure staff understands Host(ess) ministry description (refer to descriptions in Hospitality Room drawer. • At beginning & ending of service breaks, assure sanctuary doors are open and closed • After service begins, gently pass thru foyer crowd & softly announce “service has started” and/or temporarily turn off foyer lights as an indicator • During service, assist in keeping conversations away from sanctuary glass walls • Knowledge of children & youth classroom locations • Knowledge of on-duty security guard • Each service, during 3rd song, count congregation & choir using Count Form • After each service, hold up “new visitors” sign in foyer • Assure Hosts(esses) are staffing Hospitality Room until approx 20 min after each service • Upon conclusion of Sunday morning services, report notable incidents to Ministry Leader or Exec Pastor • Offer suggestions for improvements to Ministry Leader • Express appreciation to other weekly team members • Reach out to team members before Sunday, reminding them of their up-coming rotation on the team • Suggest names of prospective Hosts(esses) to Ministry Leader • Collaboration with Medical Emergency Team as needed 		<ul style="list-style-type: none"> • Guests are greeted personally and assisted with their requests and questions (a “red carpet” welcome) • First-time guests are invited to the Hospitality Room for a special gift and a personal conversation • Welcome Team is well informed of their roles and actively demonstrating the values of Harmony Vineyard (HV) 	

Time Commitment <i>(Arrival time; length of event; how often)</i>	Length of Commitment <i>(6, 12, 24 months)</i>
First Service & Second Service once per 4 to 6 weeks (8:15 or 10:15 to approx 20 min after last service ends)	12 months, team leading once per 4 to 6 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"> • Friendly, inviting and gracious personality • Good communication & interpersonal skills • Enjoy seeking answers and resolving issues immediately for church guests & Welcome Hosts(esses) • Casual modest dress: clean, pressed, knee length skirts or shorts, no low-cut blouses, halter tops or torn jeans • Knowledge of Sunday classrooms and schedule • Genuine love of HV and a desire to serve HV fellowship 	<ul style="list-style-type: none"> • Team meetings (some specialized) as needed • Real-time support from Executive Pastor • Collaboration from other Lead Hosts
Special Requirements (audition, background check, attendance, classes, etc.) or Notes: 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. Weekly attends HV service. Supports HV in prayer & principle regularly.	
Responsible to: Doug Day	Ministry Connector: Doug Day
Date Ministry Description Completed	4/11