

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"> 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 on bulletin visitor form, extend information about HV and answer questions. 		<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: 4 Welcomers, ready at 8:10 Second Service: 4 Welcomers, 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"> Genuine love of HV and a desire to serve HV fellowship 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 or halter tops, no torn jeans Knowledge of Sunday classrooms and schedule 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 	
<p>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.</p>			
Responsible to: <i>Vernon Harms</i>		Ministry Connector: Pedro Sotelo	
Date Ministry Description Completed		5/09	