

Position Description - Welcoming Team Member

Colossians 3:23, 24

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.



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EVANGELICAL CHURCH

The Welcoming Team make an important contribution to the work of WWEC. Our goal at WWEC is to bring as much glory to God as possible and the Welcoming team make a significant contribution to that by helping people feel relaxed, welcome and a part of God's family as soon as they arrive at our church. WWEC aims to create a culture to increase and deepen the relationships of everyone who comes to WWEC. Welcoming people to church is particularly important for newcomers as they come to hear about Jesus (some for the first time). The Welcoming team greatly impacts newcomers first impressions of WWEC and whether they feel they would belong at WWEC. Welcoming others is not simply a task, but one bringing great honour to God as the team serve and love our church family.

Biblical Basis for Welcoming

God cares about the gathering of believers (ie. the local church). The book of Acts demonstrates the progressive building in of people into a family of believers founded on the gospel of Christ. Acts 2:42-47 is a wonderful picture of the relational closeness of the early church as people hear the gospel preached and are radically changed by it. And as Acts continues, Luke records the continued growing number of believers in several places. We should neither overlook nor be surprised by this because the gospel is God's power to save and change people at the deepest level. As God works in people, by His Spirit, he is adopting them into his family and therefore uniting them together as brothers and sisters in Christ. It follows then, that we should be treating each other as family at church and seeking to grow both in number and in depth of relationship for Christ's glory.

Goals of the Welcoming team

1. Create a church that is other person centred

Within all roles of the Welcoming team, the goal is to be consciously other-person centred. It's easy to come to church and concentrate on one-self; finding my friends, sitting where I feel most comfortable and speaking with people I'm already familiar with. At WWEC we want our church culture to feel like a family of brothers and sisters in Christ, some of who we just haven't met yet. This is where the Welcome team's example is crucial both in modelling this culture and deliberately helping people to think in this way.

2. Create a church that connects

The goal of the Welcoming team is to have no-one (new or regular) sitting on their own in church. The aim is to have people seated so they can engage, connect and build connection with others at WWEC.

Brief Description

The Welcoming team fulfil many roles;

- Greeting people from the registration desk and completing registration
- Ushering people, warmly welcoming people as they enter the building, chatting with them, guiding or directing them to seating
- Sitting or chatting with new people before/during and after the service, asking them if they would like to complete a Care & Connect card (or completing one for them)
- Helping people from the WWEC Welcome table
- Actioning C&C cards filled out by new people

Detailed description of welcoming

1. Arrive 30 minutes before the service; 8.30am before the 9am service, 10.30am before the 11am service.
2. Follow instructions given in the '**Serving Guide - Welcoming**'.

Expectations

- Team members will be part of the team for the year (not limited to that time) and are encouraged to review their participation in this ministry at the end of the calendar year
- Team members will complete the welcoming task on the dates they are assigned on the WWEC Roster. Where unavailable the team member will try to swap with another welcoming team member. When a swap is made please;
 - text your Welcoming Team Leader
 - forward the reminder SMS received on the Friday before a Sunday service to the team member who agreed to swap
- Team members will be attending a Sunday service
- Team members will adhere to WWEC Safe Church policy and agree with the WWEC Volunteer Code of Conduct
- Team members will understand and adhere to the WWEC WH&S procedure for incidents & hazards. If an incident occurs during service leading an 'Incident form' needs to be completed and provided to the Welcoming Team Leader. If the team member identifies a hazard/near miss during pack up a 'Hazard/Near Miss form' needs to be completed and provided to the Welcoming Team Leader
- Team members will take an interest in praying for other members of their team and church family
- In the event of any issues that arise in the course of serving in this ministry, the team member is to bring them to their team leader. If this is not possible, the team member can bring their concern to a member of the pastoral staff

Accountability

Team Members are to work under, support and accept the authority of Welcoming Team Leader.