

WELCOME HOST VOLUNTEER RESPONSIBILITIES NORTH SITE

Key points to remember:

1. Arrive 15-20 minutes prior to the service.
2. Check in with the Worship Assistant.
3. Before worship, stand at the Welcome Table to greet members & guests. If there are two of you; one should open the exterior door to welcome worshipers.
4. Wear your personal name tag.
5. If a guest or visitor is inquiring about a room location, nursery, bathrooms, etc. be sure to walk them to the area they are requesting instead of just pointing it out.
6. Stand to the right of the pastor after the service in the receiving line.
7. Assist pastors with guests/visitors.
8. Have green visitor cards and pencils in hand.
9. Collect green visitor cards or connection cards from the service. Route to the church office via the offering. **PLACE YOUR NAME OR SERVICE TIME ON THE CARD SO CHURCH OFFICE KNOWS WHO THE HOST WAS.**
Cards reach the office on Monday AM when sent through offering. Information is put in a spread sheet maintained at the office.
10. Solicit guest names and interests. Ask them to complete a visitor card or connection card.
11. Let pastor know if guest requests a pastoral contact.
12. Church office will send a Monday e-mail. During the week, call those guests/visitors you met the past Sunday.
13. Report back on your conversation to the church office.