

Welcome Team Member



Position Description

Purpose

Our goal at WEC is to **make and mature disciples of Jesus**. 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. God cares about the gathering of believers (ie. the local church). The book of Acts demonstrates the progressive building 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. 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. Welcoming people to church is an important and strange task; done well- nobody notices, done poorly-everyone notices! Doing the task well is particularly important for newcomers as they come to hear about Jesus (some for the first time). The Welcoming Team is not simply doing a task, but bringing great honour to God as the team love our church family and newcomers.

Purpose of the Welcoming team

1. To Welcome

As the name suggests, one of the Welcoming Team's main goals is to ensure that every person who walks through the door on Sunday is warmly welcomed. Welcoming Team members should aim to learn the names of the people in their congregation so that they can greet people by name. The Welcome Team should also be keenly aware of any newcomers and ensure that they are welcomed and introduced to other members of the congregation.

2. To Connect

Another key goal of the Welcoming Team is to help newcomers connect into the WEC family. This is done effectively through establishing an appropriate 'next step' for each newcomer, whether that is Jesus Seriously, Onboard or joining a Bible Study group. The Welcoming Team, in conjunction with the Service Pastor, is responsible for collecting a newcomer's contact details (via the Care and Connect Cards) so that they can be followed up with an appropriate invitation.

Brief Description

Welcome team members are part of the Welcome team at 9am or 11am. Their main role is to welcome and greet all people as they arrive at WEC for either 9am or 11am service. They are to pay special attention to identifying and caring for new people. The team members are requested to warmly welcome people before, during and following completion of the official part of the Sunday

service. The Welcome team members are to contribute to the team's communication (via their What's app group) regarding the welcoming that Sunday, post service.

Detailed Description

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 9am or 11am Welcome teams 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 WEC Roster. Where unavailable the team member will try to swap with another welcoming team member. This is most effectively completed via the What's App WEC Welcome team group chat. 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 regularly attend Sunday church
- Team members will attend meetings/training for the Welcome Team.
- Team members will adhere to WEC Safe Church policy and agree with the WEC Volunteer Code of Conduct
- Team members will understand and adhere to the WEC WHS procedure for incidents & hazards. If an incident occurs during welcoming 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

Welcoming Team members are to work, support and accept the authority of their Welcome Team Leader (9am or 11am).