



Welcomer Role Description

Nature of the Role

The role of the Welcomer is to welcome members and visitors as they arrive at the door for services and other events. A welcomer is the first person people see when visiting a church, which makes it one of the most important jobs in the church.

Outline of Responsibilities

Prior to the service:

- Be aware of the roster and find a replacement if you are unavailable.
- Arrive to service **20-30** minutes prior to service start.
- Ensure bulletins and other relevant materials are on the table to take outside.
- Open both front doors to make the entrance as accessible and welcoming as possible.
- Warmly welcome all persons who attend the Grace Christian Church Buderim.
- Distribute bulletins and other required information.
- Hand any newcomers (not holiday visitors) a Newcomer Bag.
- Direct newcomers to seats and inform them of the restroom locations and encourage them to take a Contact Card. If they have babies let them know of the parent's room and if they have younger children, mention that we hold Sunday School during the service. If they have youth let them know about Grace Youth Group on Friday nights.
- Try to connect newcomers with regulars with whom they might share something in common, e.g. similar age kids.
- Remain at the door until 20mins into the service, then close one of the doors before finding your seat.

After the service:

- Ensure both doors are open for easy exit.
- If necessary, find newcomers you connected with and ensure they are taken care of

Personal Qualities

- Have an interest in engaging people
- May be any age, as long as you have sufficient skill and maturity for the role
- Be warm & friendly
- Be a good communicator
- Be dependable
- Have the physical ability to stand for long periods
- Possesses a love for Jesus and the people of his church, a desire to see people meet Jesus through his church, and a desire to serve and encourage those who attend services.

Boundaries and Limitations

- Avoid leaving your post to help someone. Rather, connect them with someone else in the church family who is able to help them.

Frequency of Service

Rostered as usually a team of two approximately once every four weeks.

Safety Requirements

- Supply to the church a current Working with Children Check approval (Qld Blue Card)
- Maintain current Safe Church training
- Under all circumstances, avoid being alone with a child
- Report damaged property or equipment or other issues that pose a risk to yourself and/or others.
- Adherence to Grace Christian Church Buderim's policies and procedures, including our Code of Conduct.
- Perform all tasks in a safe and responsible manner.
- Comply with all instructions.
- Take care of self and others.
- Ensure that accidents and hazards are identified, recorded and managed in accordance with current policies and procedures.

I have read, and agree to abide by, this Role Description.

Name: _____

Signed: _____ Date: ____/____/____