

# Coffee Host Job Description

Thank you for serving as a Coffee Host! You play an important role in our church and we appreciate all that you do. **As a coffee host you have a unique opportunity to engage visitors/members and help them feel comfortable while supplying them with a good cup of coffee and/or treat! You have a great opportunity to warmly welcome people and be a reflection of God's love.**

## Serving Duties and Helpful Suggestions:

- Coffee Host serve for both services. Please arrive by 8:00am and put on your name tag.
- Start making coffee(s) regular and bold. (Note; often times pastors' wife will take on this initial duty of starting the coffee. When this is the case, you wouldn't need arrive until 8:35am)
- Organize supplies ie.: cups, lids, napkins, cream, sugar, various tea bags etc. on counter within easy reach.
- Place a trash container on the visitor side of the coffee station for peoples use.
- Please be sure to have hot water (for tea) and ice water also available.
- Typically, only coffee is served before the first service.
- Please man your station before the 1<sup>st</sup> service and in-between services.
- Treats and coffee is to be served in-between services. Restock as needed.
- Treats: these can be as much or as little as you wish. Cookies, donuts are popular items all the way up to muffins. There is a reimbursement form in the church office if you wish to be reimbursed.
- After people have dispersed to the second service/home please clean up the items used today and leave station in a clean, tidy order.
- Then you are free to go home or attend the second service. No coffee is served after the second service.
- Please remember to mark your scheduled dates on your calendar (we depend on you). If you cannot serve on the day you are scheduled you will need to find your own replacement. People are pretty willing to trade or take a day for you. Please contact the Team Leaders if all else fails.
- Please read the weekly church newsletter before serving to be current on the latest activities, new people/members may ask questions or request a tour.
- If new visitors need more information or request a tour than you have time to share, **please connect them with the Foyer Host.**
- Please remember that new visitors often feel very awkward/uncomfortable. Make every effort to help them feel at home. Maybe GREFC will be their new home.

# Foyer Host Job Description

Thank you for serving as a Foyer Host. You play an important role in our church and we appreciate all that you do. **As a Foyer Host, you are one of the first people that a visitor/member will come in contact with. You have a unique opportunity to welcome, inform, and give tours to new visitors before and in-between services.**

## Serving Duties and Helpful Suggestions:

- Foyer Hosts serve for both services. Please arrive by 8:45am and put on your name tag.
- Stand in the center of the open Foyer area.
- Be informed! Read this week's bulletin, weekly round-up newsletter, and any other activities/information that are coming up in the church. Stay current on events.
- Answer questions regarding church ministries and/or upcoming classes/studies. If you don't know an answer please direct them to someone who may know or take their contact information so that you can let them know once you find out. Follow-up as needed during the week.
- Very important: if a Greeter or Welcome Center person has identified a new visitor to you please approach them with an **"I'm New" card**.
- Greet/Welcome them warmly ie: 'We're so glad you're here today, or it's so good to meet you, or good morning Paula" (use names if you know them).
- Whenever possible engage visitors in conversation, finding out where they are from and how they heard about the church. Encourage visitors to fill out the **Connect Card**. Relay information you find out to the church office so they can follow up and help get them engaged in further ministry.
- Ask if they know anyone that attends GREFC and if they would like to sit by them during the church service... **alter the Usher** to this.
- Give new visitors a tour (and a cup of coffee) if they desire. Identify restrooms, coat racks, nursery, and Sunday school class rooms when appropriate.
- If regular attenders need information regarding upcoming events, please direct them to the Welcome Center.
- Remember to **keep you focus on new visitors**. It is tempting to get in conversations with your friends as they are signing up for classes. Save conversations with friends for times when you are not serving as a Foyer Host.
- Stay at your post until the second song is over, to welcome late comers.
- Return to your post at 10:15am to assist people coming to the 2<sup>nd</sup> service (as described above) and give a cheerful good-bye/thanks for coming to those leaving.
- When the 2<sup>nd</sup> song is over, you are free to go or attend the second service.
- Please remember to mark your scheduled dates on your calendar (we depend on you). If you cannot serve on the day you are scheduled you will need to find your own replacement. People are pretty willing to trade or take a day for you. Please contact the Team Leaders if all else fails.
- Please remember that new visitors often feel very awkward/uncomfortable. It's not unusual for new visitors to sit in the back row and leave ASAP after service is over. That's o.k. too.
- Make every effort to help them feel at home. Maybe GREFC will be their new home.

# Greeter Job Description

Thank you for serving as a Greeter! You play an important role in our church and we appreciate all that you do. **As a greeter you are one of the first people that a visitor/member will come in contact with. You have a great opportunity to warmly welcome people and be a reflection of God's love.**

## Serving Duties and Helpful Suggestions:

- Greeters serve for both services. Please arrive by 8:45am and put on your name tag.
- Stand at assigned entrance (in the winter time you may want to wear long johns)!
- As people approach remember the "10 4" code. At 10 feet away..Smile. At 4 feet away extend your hand/fist bump and say something like 'We're so glad you're here today, or it's so good to see you again, or good morning Paula" (use names if you know them).
- Open the door for each person, do not prop open outside doors please.
- Please go out to the parking lot if you see someone who needs assistance.
- If they park in the visitors' spot that's a pretty good indication that they are new. Please show them where the **'I'm New' cards are and alter the Foyer Host.**
- Then quickly return to your post to continue welcoming more people (gifts from God) as they arrive. PLEASE do not get into conversations with friends during this time. Keep your focus on Greeting Everyone.
- Stay at your post until the second song is over, to welcome late comers.
- Return to your post at 10:15am to welcome people coming to the 2<sup>nd</sup> service (as described above) and give a cheerful good-bye/thanks for coming to those leaving.
- When the 2<sup>nd</sup> song is over, you are free to go or attend the second service.
- Please remember to mark your scheduled dates on your calendar (we depend on you). If you cannot serve on the day you are scheduled you will need to find your own replacement. People are pretty willing to trade or take a day for you. Please contact the Team Leaders if all else fails.
- Please remember that new visitors often feel very awkward/uncomfortable. Make every effort to help them feel at home. Maybe GREFC will be their new home.

# Usher Job Description

Thank you for serving as an Usher! You play an important role in our church and we appreciate all that you do. **As an usher you may be the only person a guest talks with while they are attending the church service. You have a great chance to be the face of our church each time you serve. You have a unique opportunity to warmly welcome people and be a reflection of God's love.**

## Serving Duties and Helpful Suggestions:

- Ushers serve for both services. Please arrive by 8:45am and put on your name tag. During the winter time you should arrive by 8:15am to help clear the walkways.
- Main duties are at the beginning of each service until the sermon starts. You should be available during the service in case help is needed.
- If you are not attending the second service with your family, you can depart after the pastor has started the sermon and attendance has been taken (see below).
- Before the worship songs begin hold (or prop) doors open to welcome guests and hand out bulletins.
- The doors should be closed after the first song. Stand inside the worship center. Now the worship center is getting full and darkened so it may be difficult for people to see. Please help direct to seating when necessary. Remember, new visitors often like to slip into the back rows.
- There are 120 bulletins that are printed for each Sunday. Apportion bulletins for each service and for each entry point. Hand out one bulletin per family unless someone asks for one specifically. If you run out, please let the office know for future services.
- If the seating in the worship center is getting full, you will have to create space for people to sit down. We want visitors to find a place to sit and not be discouraged by how full it is. Be aware of people standing in the back looking for seats and help direct them to a seat. If the worship space is getting full, it may be necessary to bring in chairs.
- Attendance needs be taken for both services. The attendance worksheets are with the bulletins. Take the attendance after the children are dismissed to their classes which will be after the first set of worship songs. Take attendance of all the people in the worship center, teachers, and children in the class rooms and nursery. Please count the worship team for only one service. Put the attendance worksheets in the church office.
- Although you are not required to stay for the entire length of the service, it is helpful for one usher to remain in the worship center to address any needs that may come up during the service.
- As time allows, after the first service you should tidy up the rows looking for any bulletins, etc. that may have been left behind. Also, any clothing left behind should be brought to the lost and found.
- If you are aware of any new visitors, please introduce yourself and ask if they know anyone attending this service and if they would like to sit by them. Usher them to their seats.
- Please remember to mark your scheduled dates on your calendar (we depend on you). If you cannot serve on the day you are scheduled you will need to find your own replacement. People are pretty willing to trade or take a day for you. Please contact the Team Leaders if all else fails.
- Please remember that new visitors often feel very awkward/uncomfortable. Make every effort to help them feel at home. Maybe GREFC will be their new home.

# Welcome Center Job Description

Thank you for serving in the Welcome Center! You play an important role in our church and we appreciate all that you do. As a Welcome Center member, you are one of the first people that a visitor/member will come in contact with. You have a unique opportunity to inform, help sign-up, and welcome people before and in-between services.

## Serving Duties and Helpful Suggestions:

- Welcome Center member serve for both services. Please arrive by **10:15am** and put on your name tag.
- Stand behind the Welcome Center.
- Be informed! Read this week's bulletin, weekly round-up newsletter, and any other activities/information that are coming up in the church. Stay current on events.
- Answer questions regarding church ministries and/or upcoming classes/studies. If you don't know an answer please direct them to someone who may know or take their contact information so that you can let them know once you find out. Follow-up as needed during the week.
- Please tidy the area, make sure there are sign-up sheets and brochures handy. Let the church office know if supplies are running low.
- Greet/Welcome people as they arrive ie: "We're so glad you're here today, or it's so good to see you again, or good morning Paula" (use names if you know them).
- Very important: if you see new visitors arriving **Please alert the Foyer Host.**
- If they park in the visitors' spot that's a pretty good indication that they are new.
- Remember to **keep you focus on the people who need information** and/or are new visitors. It is tempting to get in conversations with your friends as they are signing up for classes. Save conversations with friends for times when you are not serving at the Welcome Center.
- Stay at your post until the second song is over, to welcome late comers.
- **Return to your post as 2<sup>nd</sup> service is ending and remind there until you're done helping/informing people and most people have left for the day.**
- Please remember to mark your scheduled dates on your calendar (we depend on you). If you cannot serve on the day you are scheduled you will need to find your own replacement. People are pretty willing to trade or take a day for you. Please contact the Team Leaders if all else fails.
- Please remember that new visitors often feel very awkward/uncomfortable. Make every effort to help them feel at home. Maybe GREFC will be their new home.

*It's not getting our auditorium to look full and our numbers impressive; it's about leading people to faith in Jesus. Show Him your gratitude by treating everyone who comes through our doors with grace, understanding, and hospitality that are reflective of His own character.*