Sunday Morning Welcome Team Member: Role Description

Purpose: To ensure every person who joins us on Sunday mornings feels noticed, known and valued. We create a warm, inclusive atmosphere by greeting people at the door with a smile and helping them feel comfortable in our church community.

Reports to: Operations Manager; Leadership Team

Time Commitment: Sundays 10:10-12:00 (as scheduled on rota)

Key Responsibilities:

- Arrive by 10:10, wear your lanyard, and ensure the side door is open with appropriate signage
- Welcome every person warmly as they arrive, offering assistance with steps or directions as needed
- Provide welcome packs to newcomers and explain children's provisions where relevant
- Guide people to seats as needed, particularly focusing on new visitors
- Manage practical tasks including offering collection and attendance counting reporting these to the Operations Manager
- Maintain welcoming presence throughout and after the service, watching for anyone who seems lost or alone
- Arrange cover if unable to attend and keep track of your rota commitments
- Attend occasional team meetings

Success Looks Like:

- Every person entering the building receiving a genuine, warm welcome
- New visitors feeling oriented and comfortable in the space
- All practical tasks (collection, counting, etc.) completed smoothly and efficiently