

## WELCOME CENTER GUIDE

The welcome center guide will display a gracious, friendly attitude in showing guests the church facilities and answering questions regarding the facilities and ministry locations. This person will portray the church in a positive image and will help guests feel welcome. **Note:** The goal is to have enough people participate in this ministry so that each one only has to participate once a month.

<b>Ministry Area/Department</b>	Hospitality
<b>Position</b>	Welcome center guide
<b>Accountable To</b>	Hospitality coordinator
<b>Ministry Target</b>	Guests
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Knowledge of church facilities • Able to give good directions • Physically able to walk throughout the facilities and stand for varied periods of time
<b>Best Personality Traits</b>	Dependable-leader or dependable-expresser • Hospitable • Gracious
<b>Passion For</b>	Serving and welcoming others
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week/month – dependent on roster rotation schedule
2. **Participating in meetings/training:** minimal, as needed

### RESPONSIBILITIES/DUTIES

1. Guide guests through church facilities.
2. Answer questions regarding church facilities and locations of specific ministries.
3. Present a positive image of the church.
4. Distribute church literature as needed.