



MINISTRY COVENANT

Mission: ALL Making Disciples of ALL

Strategy: Worship, Learn, Serve, Play

Core Values: Word, Discipleship, Honesty, Kindness, Service, Community

Our mission of **ALL making disciples of ALL** is accomplished as we worship, learn, serve and play together. Your contribution of service on the Guest Experience Team is vital to the fulfillment of the mission of the church. As a **Greeter** you will welcome and direct guests and members upon entry to our facility.

MINISTRY TEAM: Guest Experience Team

ROLE: Greeter

GOAL: To provide a warm and welcoming experience that exemplifies kindness and hospitality

DIRECT REPORT: Guest Experience Coordinator(s)

SR. PASTORAL TEAM LEADER: Lela Cooper

POSITION REQUIREMENTS:

- Must have completed new members classes (Discovering Jacob's Well)
- Must have completed level 3 discipleship classes (A Maturing Life)
- Must be an example of mature Christianity as outlined in Discipleship lessons (Levels 1-3)
- Must be faithful in attendance to church services and a small group
- Must be dependable
- Must be friendly, energetic, and able to anticipate the needs of guests
- Must dress modestly and in a manner appropriate to your gender. Specifically,
 - Ladies should wear dresses or skirts that cover the knee
 - Men should wear long pants
 - Sleeves should cover the upper arm
 - Avoid low necklines; tight, extremely thin, or sheer clothing
 - Avoid extravagant, showy, or extremely costly clothing
 - Do not wear ornamental jewelry, makeup, hair dye, or colored nail polish



JOB DESCRIPTIONS & RESPONSIBILITIES

- Open the building (front entrance, inside doors, etc.)
- Visually sweep interior facilities to make sure everything is prepared before guests and members arrive
- Give full attention to guests while on duty
- Smile and greet congregants upon entry
- Tactfully (and as appropriate) solicit names of guests and details and/or direct to newarkupc.info to submit that information
- Learn guest names to greet them personally
- Passively check-in guests and members
- Work in coordination and unity with team members and other teams as appropriate
- Other duties as assigned

TIME REQUIREMENT:

- One hour each service (45 minutes pre-service, 15 minutes at start of service)
- Special services: As required

In the spirit of our core values, I understand my role of responsibility and commit to fulfill this ministry covenant in service to God and to the body of Christ.

_____ Covenant Member Signature	_____ Print Name	_____ Date
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_____ Coordinator Signature	_____ Print Name	_____ Date
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