

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

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
Pastoral Team Member Signature	Print Name	 Date