Welcome Center Team Members provide a welcoming environment to all first-time guests.

* Reports to Guest Services Team Leader
* Length of commitment: 1 year
* Weekly time investment: 2-5 hours
* Personal relationship with Jesus Christ
* Church member
* Attends Guest Services training
* Friendly and outgoing individual with knowledge of church and church ministries
* Able to focus on guests without being distracted or sidetracked
* Wears guest services lanyard while serving
* Arrives at position 30 minutes prior to service or event start time
* Ensures area is stocked with information cards, pens, and supplies
* Watches for first-time guests and engages guests in conversation
* Communicates basic church ministry information to guests
* Escorts guests to appropriate classroom or to worship center
* Remains at position for duration of service or event
* Watches for guests after service and offers additional help
* Departs from position after shift change or all attendees have left the area

**Summary**

**Responsibilities**

**Requirements**

**Welcome Center Team Member**