

Greeter Job Description

West Valley Missionary Church

The greeter is responsible to ensure that every person entering the church is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome. Greeters will be asked to serve during special events also.

Position:	Greeter
Ministry Target:	Congregation and guests
Position Is:	Volunteer
Position May Be Filled By:	Church Member or Regular Attender
Minimum Maturity Level:	New, growing Christian
Spiritual Gifts:	Serving • Exhortation
Talents or Abilities Desired:	Comfortable talking to and greeting guests • Able to give good directions regarding church facilities
Best Personality Traits:	Hospitable, not shy (or able to overcome shyness) • Sensitive to needs and feelings of others • Dependable-expresser
Passion For:	Making people feel welcome
Length of Service Commitment:	One year minimum

Anticipated Time Commitments

1. Time required for ministry and preparation for ministry: 2 hours (begin greeting at the front door at 9:00 am and continue until the worship service begins), also time after service
2. Time required for meetings or greeter training: minimal, as needed
3. Time required for special services: very seldom

Responsibilities/Duties

1. Greet members, attenders and guests as they enter or exit the building.
2. Greet visitors at the welcome center and provide information as needed or requested (worship bulletin, church information, welcome packets, signups, etc.)
3. Direct visitors to classes, nursery, sanctuary, restrooms, refreshments, etc.
4. Introduce visitors to church staff, teachers and members of similar age when possible.
5. Open doors for and assist the elderly and/or disabled.
6. Provide an information card for the guests to sign.