

Greeter Ministry Coordinator Description

West Valley Missionary Church

The greeter ministry coordinator is responsible to ensure that greeters are recruited, scheduled and trained for every Sunday morning and special events.

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| Position: | Greeter Ministry Coordinator |
| Ministry Target: | Congregation and guests |
| Position Is: | Volunteer |
| Position May Be Filled By: | Church Member or Regular Attender |
| Minimum Maturity Level: | Growing Christian |
| Spiritual Gifts: | Serving • Exhortation • Administration |
| Talents or Abilities Desired: | Skilled in recruiting volunteers, organization and training workers |
| 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 organization: 3 – 5 hours per month
2. Time required for greeter training.
3. Time required for recruiting.

Responsibilities/Duties

1. Schedule greeters for each Sunday of the year.
2. Train the greeters - through resources, written correspondence or training meetings.
3. Recruit volunteers to serve as greeters – sharing with people the expectations of the greeters.
4. Report to the Pastor or church office regarding the Greeter Schedule and other concerns.