

SHARED MINISTRY
POSITION DESCRIPTION



Position
Greeter Coordinator

Connection to the mission of the congregation: *A family of Faith in Christ, called to proclaim the faith, grow in faith and live the faith.*

Purpose of Position

Recruit and schedule personnel to extend hospitality to people entering our church building.

Responsibilities

- Using the Ministry Opportunities form & other sources collect names of people who may be matches to this position. Contact those members to act as greeters (stand at the door, say "Hi" and/or shake hands) before and in between Sunday services.
- Offer support as needed to the Greeters.

Qualifications

Organizational skills
Teaching/Guiding

Gifts Required

Administration, Service, Hospitality, also helpful: Faith and Giving

Amount of Time Requirement when Ministry is Performed

1-2 hours/month

Length of Commitment

Variable

Training Provided

By Office Staff and Outreach and Evangelism Chairperson

Responsible to

Outreach and Evangelism Chairperson

Support Provided

From Outreach and Evangelism Board

Last reviewed 1-08