

## SHARED MINISTRY POSITION DESCRIPTION



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### **Position**

#### **Welcome Center Staff 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 and share the ministries of Faith Lutheran Church to visitors at a specific, consistent location within the church building.

### **Responsibilities**

- Using the Ministry Opportunities form & other sources maintain a list of members to staff the Welcome Center.
- Schedule staff for Welcome Center before and in between Sunday services. (Could expand as needed.)
- Train and support Welcome Center Staff personnel to serve at the Welcome Center.
- Periodically check the Welcome Center to insure materials are organized and current.

### **Qualifications**

Organizational skills, Teaching/Guiding

### **Gifts Required**

Administration, Service, Hospitality, also useful: Faith and Leadership

### **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, office staff

**Last reviewed** 1-08