



Hospitality Teams

JOB DESCRIPTION:

- Greeter

ACCOUNTABLE TO:

- Pastor Matt

TIME COMMITMENT:

- Arrive 30 minutes before service starts (ie. 8:30 for 9 AM service or 10:45 for 11:15 AM service, and stay 10 minutes after it finishes.

FUNCTIONS:

1: Be at the team huddle with Pastor Matt 30 minutes prior to the beginning of the service.

2: Welcome guests and their families in a friendly manner as they arrive.

3: Introduce guests to Woodvale by walking with them and showing them where key areas are in the lobby.

4: Be prepared to escort guests to any area. Families with children may be escorted to the Kid's Check In area where they will be welcomed, signed in for Children's ministries and escorted to their age specific area.

5: If a greeter is unable to fulfill his/her commitment, he/she is expected to decline the shift in Planning Center by Friday 6P.M. to make suitable arrangements to be replaced.

6: Remember that as people enter the Church, you are one of the first individuals they meet. Will they see a reflection of Jesus' love on your face? Have you taken time to pray before taking your position?