

Welcome Team Volunteer (*Greeter & Usher*)

Purpose of the Position

The Welcome Ministry Volunteers play a vital role in creating a warm and inviting atmosphere for everyone who attends Sunday morning services at Lansdale Presbyterian Church. Greeters help people feel welcome and guide new visitors, while ushers assist with seating, distribute bulletins, and collect offering, ensuring a smooth and pleasant worship experience.

Greeter Responsibilities and Duties

- Welcome and greet congregants and visitors as they enter the church on Sunday mornings.
- Assist new visitors by providing information about the church, service times, and locations of facilities such as restrooms and the coffee service.
- Offer a friendly and approachable presence to help congregants feel valued and comfortable.

Usher Responsibilities and Duties

- Distribute bulletins and other materials to congregants as they enter the Worship Center.
- Assist congregants in finding seats and ensuring the orderly flow of people into the seating area.
- Collect offering during the service and handle them in accordance with church procedures.
- Be attentive to any special needs or requests from congregants.

Qualifications

- A friendly and welcoming demeanor.
- Excellent interpersonal and communication skills.
- Ability to work effectively in a team and follow instructions.
- A willingness to learn and adapt to the specific needs and preferences of the church community.

Commitment Expected

- Welcome Ministry Volunteers are typically scheduled to serve on Sunday mornings.
- Greeters and ushers should arrive 15 minutes before the service begins to prepare for their roles.
- Occasional availability for special church events or holidays may be requested.
- Volunteers are encouraged to represent Lansdale Presbyterian Church positively in interactions with congregants and visitors.

Training

- New Welcome Ministry Volunteers will receive training and guidance on their specific roles, church policies, and procedures.
- Ongoing support and resources will be available to ensure volunteers feel confident in their roles.

By becoming a Welcome Ministry Volunteer at Lansdale Presbyterian Church, you will contribute to creating a warm and hospitable environment where all who attend Sunday services feel valued and comfortable. Your dedication to welcoming and assisting congregants and visitors is highly appreciated, and we look forward to having you as part of our team.

Welcome Desk Volunteer

Purpose of the Position

The Welcome Desk Volunteer is a pivotal role within the Welcome Ministry, responsible for overseeing and coordinating the team's efforts to create a welcoming and hospitable environment for church members and visitors on Sunday mornings. This role ensures the smooth operation of the Welcome Desk and other welcome activities, helping individuals feel valued and connected to the church community.

Responsibilities and Duties

- Serve as the lead for the Welcome Ministry on designated Sunday mornings, both before and after the service.
- Assign team members to their positions, such as greeting at the front doors or ushering in the Worship Center, and provide guidance as needed.
- Answer questions and provide information to both church members and visitors, including service times, locations of facilities, and other relevant details.
- Actively welcome and engage with new visitors, guiding them to other church members for conversation and ensuring they feel included.
- Monitor the number of ushers available to collect the offering and step in to assist if there aren't enough ushers.
- In coordination with the Lead Deacon, help sort the offering to ensure connection cards are organized and left for staff in the mailbox and that monetary offerings are securely stored in the safe.

Qualifications

- Strong leadership and organizational skills.
- Excellent interpersonal and communication skills.
- Ability to work effectively in a team and provide clear guidance.
- A welcoming and hospitable demeanor.
- Familiarity with church policies and procedures related to offerings and visitor engagement is a plus but not required.

Commitment Expected

- Welcome Ministry Lead Volunteers are scheduled for specific Sunday mornings and should arrive 20 minutes before the service begins to prepare for their role.
- Occasional availability for special church events or holidays may be requested.
- Volunteers are encouraged to represent Lansdale Presbyterian Church positively in interactions with congregants and visitors.

Training

- New Welcome Ministry Lead Volunteers will receive training on their specific role, church policies, and procedures.
- Ongoing support and resources will be available to ensure volunteers feel confident in their leadership role.

By becoming a Welcome Ministry Lead Volunteer at Lansdale Presbyterian Church, you will play a critical role in ensuring that all who attend Sunday services experience a warm and welcoming atmosphere. Your leadership and dedication to overseeing the Welcome Ministry are highly valued, and we look forward to having you lead our team in creating a welcoming environment for all.