

## **WELCOME DESK TEAM**

### **MINISTRY SUMMARY**

Welcome Desk Team provides a welcoming environment to all first-time guests or anyone with questions about the church or various ministries.

### **REPORTS TO:**

- WELCOME DESK LEAD

### **COMMITMENT:**

- Scheduled \*
- Weekly Time Investment: 1-3 hours

### **RESPONSIBILITIES:**

- Arrives at position 30 minutes prior to service or event start time
- Ensures area is stocked with Daily Bread devotionals, information cards, & removes any outdated brochures
- Watches for first-time guests and engages guests in conversation
- Communicates basic church ministry information to guests
- Escorts guests to BLAST, Nursery or appropriate Christian Ed. classroom
- Watches for guests after service and offers additional help as needed

### **CORE COMPETENCIES:**

- Knows the gospel and takes responsibility for personal development and growth in their relationship with Christ
- Knows basic Bible doctrines, practices spiritual disciplines, & exhibits the fruit of the Spirit
- Supports vision of Cedarview & serves effectively in ministry role
- Works well with the complete Welcome Desk Team
- Builds one another up & faithfully stewards their personal giftedness

### **SERVING REQUIREMENTS:**

1. Ages 18 or older
2. Ministry Application Form Part A
3. Personal Interview