

[Church Name]

Welcome Head Host Job Description

Job Title: Welcome Head Host

Reports To: Church Administrator

Position Status: Part-Time

Purpose:

The purpose of this position is to provide the ministry of hospitality to both members as well as visitors coming to worship at [Church Name]. The Welcome Head Host is placed in charge of the Hosting Ministry at [Church Name]. As the Head Host, you're to oversee the ministry of hosting. In your leadership role or position as Head Host you're to lead the Host/Hostess in making welcome all who come to [Church Name].

Responsibilities:

The Welcome Head Host is responsible for:

Hosting:

- Being at church ready for the Hosting Ministry 30 minutes before each service.
- Making sure to have a walkie talkie and that is turned on and check with the ministry staff for any special instructions.
- Inspecting all nametags and supplies (bulletins, etc.) availability for Host/Hostess ministering.
- Making sure salvation packets are ready for altar calls at the end of the worship service.
- Appointing another Host/Hostess to fill the need if the scheduled one have not arrived at least ten minutes before the starting time of the service.
- Leading the Hosts/Hostesses in prayer as you begin your ministry.
- Appointing two Hosts/Hostesses for handing out the attendance registers and have the third host get the attendance in the Nursery, Preschool, Children's Classes and Teen Classes.
- Having someone designated to clean/fill glasses with water for the pulpit area.
- Following up with visitors immediately after the worship service.

Ushering:

- Selecting ushers for the service. Four Ushers will normally be enough.
- Overseeing that the offering plates are given to a Board Member after the offering is received.

Distributing:

- Returning lost and found items to their proper owners.
- Becoming acquainted with the Books/Tapes and Information (forms and information) Table.

Being familiar with the emergency contact information:

- City Police, Fire Department, Ambulance Service: 911
- Security: [Name of Person in Charge of Security]

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- Medical: [Name of Person in Charge of Medical] (Any and all medical situations should be reported to the Board of Trustees and/or the Pastor.)
- Electrical: [Name of Person in Charge of Electrical]
- Board Members: [Name of Board Members]
- If the above are not available, the Church Administrator, Pastor’s wife or Pastor should be consulted.

Note: *Please let the Church Administrator or Pastor know if you’re not going to be able to be at church for your scheduled Hosting Ministry time.*

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Welcome Head Host] Date

Revised: _____