

[Church Name]
Welcome Host/Hostess Job Description

Job Title: Welcome Host/Hostess

Reports To: Welcome Head Host

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]. When we connect our hospitality with our story of being welcomed and embraced through the grace and love of Christ, it becomes more than just a technique. Hospitality embraces people with God's heart of love, creating a warm and welcoming space where people feel at home, where strangers become friends and family.

Welcome hosts are often one of the first people someone new to your church may meet. It's important then to come with a positive attitude and provide a smile and warm welcome to all those who arrive for worship.

Responsibilities:

The Welcome Hosts are responsible for:

- Wearing a name tag that includes your first and last name and praying with the Welcome team/Head Host.
- Being at church ready for the Hosting Ministry 20 minutes before each worship service and typically staying at the Welcome Center until about 5-10 minutes after the worship begins to greet latecomers and make visitors feel welcome.
- Providing bulletins to visitors so they can follow the worship and get a sense of what your church is all about.
- Encouraging visitors to sign your church's Guest Book and/or visitor's card.
- Answering any questions visitors may have about your church, ministry programs, denomination, etc. – provide any brochures with service times, etc. or the Pastor's business card if helpful.
- Being familiar with the different ministry leaders in your congregation so you're able to connect and introduce those who may be new to your church.
- Being familiar with your church building so you can direct guests appropriately.
- Following up with visitors immediately after the worship service.
- Returning lost and found items to their proper owners.
- Becoming acquainted with the Books/Tapes and Information (forms and information) Table.

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Being familiar with the emergency contact information:

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

Benefits:

In your role as a Welcome Host you will have opportunities to meet and connect with members of your congregation as well as those who are visiting [Church Name]. It will also be great to know that through your gifts you’re helping others get the most out of their worship experience.

***Note:** Please let the Welcome Head Host 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 Host/Hostess]

Date

Revised: _____