

JOB DESCRIPTION

Welcome Center Coordinator

DEFINITION

The Welcome Center Coordinator is one who oversees the Children's Welcome Center on Sunday mornings.

PURPOSE

To ensure visitors are welcomed, given information about Children's Ministries and are shown where their children's classrooms are located.

RELATIONSHIPS

- Recruited by the Director of Children's Ministries.
- Responsible to the Director of Children's Ministries.

TERM OF SERVICE

One Year; September 2007 - 2008

RESPONSIBILITIES

1. Pray for the staff of the Welcome Center and for visitors.
2. Serve on the Children's Ministry Leadership Team.
3. Recruit staff for Welcome Center.
4. Train staff:
 - Know locations of Sunday ministry programs.
 - Greet visitors warmly.
 - Ask visitors to complete a visitor slip for each child.
 - Give visitors map, highlighting location of children's classrooms.
 - Ask visitors if they would like to be escorted to the classrooms; if yes, one person goes.
5. Schedule staff on Sunday mornings to begin 20 minutes before each service and to remain 10 minutes past a service.
6. Ensure there are at least 2 workers, so that one may be a runner (3 during busy times, like September)
7. Keep the Welcome Center supplied with necessary materials.

QUALIFICATIONS

1. Is a committed Christian with a Christ-honoring lifestyle.
2. Attends weekly worship.
3. Fully accepts the FBCG and CM vision and mission statements.
4. Meets the screening requirements.