

JOB DESCRIPTION

Welcome Center Worker

DEFINITION

A Welcome Center Worker serves at least one Sunday per month at the Children's Welcome Center on Sunday morning.

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 Welcome Center Coordinator with the approval of the Director of Children's Ministries.
- Responsible to the Welcome Center Coordinator.

TERM OF SERVICE

One or more weeks a month; One Year; September 2007 – August 2008

RESPONSIBILITIES

1. Pray for visitors who will be coming to FBCG.
2. Is present during your assigned time slot.
3. Share Welcome Center Duties:
 - Greet visitors warmly
 - Have visitors complete a visitor slip for each child.
 - Determine classroom to which a child is assigned.
 - Take family to classroom(s) of child(ren).
4. Attend any meetings called by the Welcome Center Coordinator.

QUALIFICATIONS

1. Attends weekly worship.
2. Fully accepts the FBCG and CM vision and mission statements.
3. Meets the requirements.