

KURRI KURRI BAPTIST CHURCH

Welcomer Role Description

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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Welcomer

Role Description

To be a person who welcomes everyone who attends the church service, on behalf of the fellowship of believers who attend

Responsibilities

- To be early in attendance (at least 30 minutes prior to commencement of the service)
- To ensure there is a supply of Bulletins and 'Connect' cards available for distribution, obtaining more as required
- To give a friendly, warm welcome to all attendees
- To offer a Bulletin to attendees
- To provide new attendees with a 'Connect' card and a pen, and encourage them to complete it and place it in the "Suggestions & Feedback" box in foyer
- When appropriate, to inform new attendees about:
 - Location of bathroom facilities
 - KKBC Kids Church program and registration
 - Morning tea after the service
- To distribute any information flyers and/or invitations as requested by Ministry Coordinators
- To count and record the number of attendees
- To encourage attendees to wear name badges (to assist new attendees to identify names of other attendees)
- To provide the Roster Coordinator with availability of dates to serve on the roster
- To notify the Roster Coordinator of any inability to carry out your role, with as much notice as practicable, and assist to organise replacement or a roster swap if possible

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- A friendly personality, with the ability to extend a warm welcome to all attendees

Supported by

- Church Leadership, and Church
- Roster Coordinator

Term

- Appointed by the Roster Coordinator
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Roster Coordinator

Reporting method and frequency

- To the Roster Coordinator, as required