KURRI KURRI BAPTIST CHURCH

Welcoming Team
Role Description

Document 71	
Replace existing document?	Yes
Version:	Version 2.0 (Change of name and role, additions of KKBC Family Welcome Pack, banners, closing the front gate/doors)
Details of superseded documents:	(Version 1.0) Welcomer Role Description. Adopted by Governance Body on 1/7/2025
Model Document Credit:	N/A
Adopted by governance body on:	1/7/2025
Last date reviewed:	30/6/2026
Review due date (annual review):	30/6/2027

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

Role Title

Welcoming Team

Role Description

To be a person who is intentionally positioned at the entrance of the Church, to welcome 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 check if banners are in place, and seek assistance if not able to place themselves
- 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 all attendees
- To provide all new attendees with a ‘Connect’ card and a pen, encourage them to complete it at the end of the service, and show them where to place it in the “Suggestions & Feedback” box in foyer as they depart for home
- Provide all new families with a KKBC Family Welcome pack, in addition to the Bulletin and ‘Connect’ card, ensuring there is one KKBC Kids Church handout for every school-aged child
- When appropriate, 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 close the front gate and the inner front doors prior to joining the Church service
- 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