**Digital Greeter/Digital Usher Sample Job Description**

Digital Greeters: help welcome, encourage participation, and monitor for any issues.

In livestreams with comments (Facebook, YouTube, etc).

1. The digital greeter welcomes people to worship, perhaps likes/comments to greet people individually.
2. Encourages people to greet each other (Share your favorite emoji!)
3. Types the song titles into the chat.
4. Reminds people of the website, how to give online during the offering, etc.
5. Reminds people of announcements.
6. Prepares people for what is coming up (offering is soon, Communion is at the end of worship, etc)
7. Monitors for disruptive behavior. Will need admin access on Facebook to delete/block/report any inappropriate accounts and posts.
8. Can pin a post to the top to welcome everyone, link to website, etc (needs admin access to do this).

In Zoom (needs to be a host of the meeting)

1. Welcomes people in from waiting room (if used)
2. Uses the chat feature in the same way as the livestream features above
3. Monitors for inappropriate users/Zoom bombers.
4. Mutes everyone during appropriate times
5. Reminds those who are participating (scripture readers, worship leaders, etc) of their turn to unmute microphone.
6. Can turn off cameras of others if situations arise.
7. Helps troubleshoot Zoom issues through chat.

Preventing Zoom bombing:

<https://www.nytimes.com/2020/04/07/style/zoom-security-tips.html>

<https://blog.zoom.us/spotlight-security/>