

**SAMPLE
HEAD GREETER
MINISTRY DESCRIPTION**

Date



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GENERAL

1. The Head Greeter is accountable to the Connections Pastor.
2. Attendance is required at one weekend service a week unless otherwise given permission.
3. Complete "Ministry AIMS" assigned by leadership.
4. Email weekly "Communication Report" to the Connections Pastor by 5:00 pm Tuesday.
5. You will have a quarterly "EQUIP" Session with the Connections Pastor.
6. Participate in leadership meetings as requested.
7. Use Ministry Report forms to communicate needs of people.
8. Agree to keep the Honor Code.

SERVICE RESPONSIBILITIES

1. Train new Greeters. Have them fill out a Connection Card and read the Greeter Handbook.
2. Have a lanyard made for each new greeter through the church office.
3. Have a monthly schedule made and distribute to greeters a week before the month starts.
4. Station a greeter to pass out bulletins at the front door. Place a greeter at the Welcome Center.
5. Station other greeters to assist visitors with directions or answer questions.
6. Oversee the set up and tear down of the Welcome Center.
7. Put any completed Connection Cards, sign up sheets, message request cards, and any other communication in the black file and give to the Office Administrator.
8. Make sure all information items are stocked.
9. Keep the Emergency Greeter Kit fully stocked.
10. Be willing to do anything else the Pastors or the Connection Pastor asks of you.