



### **Purpose of Role**

The Welcome Team provide a warm and friendly welcome to OEC members and visitors. They show the hospitality of Jesus to all people. They are often the first people newcomers meet when they visit OEC. The team provide information for newcomers and connect them with regulars. They help follow up the newcomer.

Welcome teams provide logistical support to the Sunday gatherings. They enable people to get a handout, nametag and a seat. They also look to connect newcomers with regulars.

### **The role in practice:**

- Arrive 35 minutes before the service and pray with the Welcome Team
- Work out the roles for the team
- Set up welcome table with flyers and name tags and Bibles. Fold/collate any handouts to be handed out to people.
- Welcome everyone warmly as people arrive.
- Welcome newcomers specifically. Provide information about the relevant children's/youth ministries (if required) and connect them with regular members if alone
- Provide Ushering if required
- 10-15 minutes into the service - Clean up welcome area and tables
- End of Church - Connect with new people. Offer them a welcome pack. Invite them to fill in a welcome card if they want. Introduce them to other members.

### **Required training:**

- No previous experience required. On the job training by the team leader

### **Commitment:**

- 1 hour on Sunday
- Approximately once a month

### **What will happen next?**

You will be connected with a welcome team and contacted by the team leader.