

Word of Life Church – Hospitality Team Member

Teach • Train • Equip • Impact Families & Community

QUALIFICATIONS:

To be a member of the hospitality team a person must:

1. Be in high school, and a born again believer.
2. Complete the Welcome Class and agree with the tenets of faith.
3. Express an interest in WOLC hospitality ministry, and complete an interview with the Team Leader.
4. Be willing to commit to active and faithful service with the hospitality ministry.
5. Be faithful to other services, Bible studies, and events at WOLC.
6. Be able to attend team meetings.

GENERAL PURPOSE:

To assist the team leader with duties during scheduled services and other WOLC events, visitor follow-up, and help organize hospitality get-togethers.

LINE OF ACCOUNTABILITY:

Will be directly accountable to the Hospitality Team Leader who is accountable to the Elders and Pastor.

GENERAL DUTIES:

Team members will assist with:

1. Greeting, handing out visitor packets, collecting visitor information.
2. Follow up contact with visitors and informing the Pastor of special needs (prayer request or requests for visits).
3. Assist with hospitality in relation to dinners or other church events.
4. Attend team meetings to help set future goals and planning for fellowship and/or hospitality dinners and get-togethers.
5. Team building with new members who are interested the hospitality ministry.
6. Coordinating efforts with other teams (such as the Children's Team) to assist families with children in finding the proper classrooms.
7. Timely follow-up with absent or regular attendees.