New People Team - Volunteer Role Description

Purpose of the Role

The Welcome/New People Team helps ensure every person who arrives at church feels noticed, valued, and welcomed. They play an important role in creating a positive first impression and helping people feel comfortable from the moment they arrive. Ultimately the purpose of the team is to see people connected in to the church, through making connections on Sunday, and providing them a pathway for involvement in attendance, Small Groups, and serving opportunities.

Key Responsibilities

- Welcome people warmly as they arrive at church.
- Greet new guests and help them feel comfortable and included.
- Provide visitors and new people with a welcome pack.
- Prompt and assist new people to complete a "Connection Card" if they are comfortable.
- Assist guests with finding key areas such as the auditorium, restrooms, kids check-in, or other facilities.
- Be attentive to people who may need assistance or direction.
- Help create a friendly and relaxed atmosphere in the foyer or entry areas.
- Assist with any other welcoming or directional needs before and after the service.

Key Qualities

- Friendly and approachable
- Enjoys meeting and talking with new people
- Attentive and observant
- Reliable and punctual

Time Commitment

- Serve **1–2 services per month**
- Arrive **45 minutes before the Sunday service**

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