

WELCOMING

Welcome Team:

- Gate Greeter
- Hand out bibles
- Kids Sign In Helper
- Hall Usher

Arrive: 9.15am

- Pray
- Ensure two tables are out in welcoming area (speak with set up people if necessary)
- Get boxes of Bibles from storeroom and place on Welcome table
- Get the 3 welcoming containers out of the storeroom, labelled FRONT or TROLLEY
- 2 containers go to the welcoming table, 1 container goes to the trolley (at the back of hall)
- Insert into bibles 1) Service/news sheet, 2) Pen, 3) Communication Card 3) Any other flyers specific to the week
- Put out kids' sign in sheets and new kids' registration forms
- Put out printed name labels in alphabetical order
- Put out remaining pens
- Put out welcome packs
- Allocate one person to help Hall Usher to collect CC and pens (with box) during last song
- In case of rain have a couple of umbrellas handy for Gate Greeter

Set up hall trolley

- Put gift books for newcomers in the book ends
- In 2 x flyer holders
 - 1 x the smaller black wire holder for the small gift books
 - 1 x the clear plastic holder for Our Vision, CMS, Moore College flyers etc...
- Put 2 x green velvet collection bags on the 2nd shelf
- Pen box
- New magazines

Finish this by 9.30am and pray.

From 9:30am

Smile because you have joy in your salvation, and you do what you do to serve the Lord because he saved you and loves you!

Gate Greeter:

- Ensure signs and flag have been put out by the Set up / Pack Down Team
- Stand just outside the pedestrian gate, especially looking out for people trying to locate C@P. Be proactive in offering anyone assistance. Be friendly and reassuring. Greet everyone enthusiastically (including regulars)
- If someone is new to you say something like "Hi, good morning! I'm (your name). Are you looking for C@P? You've come to the right place! Just through here and around the corner" and walk them to the Welcome Table
- Be sure to say hello again after church to those people you meet for the 1st time at the gate.

Welcomer:

- Be facing toward Pindari Rd entrance ready to welcome people arriving at church—catch their eye in a reassuring and welcoming way.
- Greet everyone in a friendly way (but try not to get engaged in long conversations so you are on the look-out for new people finding their way).
- As they approach, "Good morning! I'm (your name). Great to see you. How are you this morning? (engage in chit chat if you think it's appropriate). Here is a Bible and some other things for you this morning."
- Invite people to take a name tag
- Ideally one bible per regular family and one per newcomer adult.
- **GIVE NEWCOMERS A C@P WELCOME PACK.**
- If they have children, direct towards children's rego and sign in.
- "If you would like tea or coffee ... just around there. We meet in the hall there (indicate) starting at 10 o'clock."

Kids Sign In:

- Make sure you have the 2 clipboards and 2 kids' group sign in sheets and pens (Pebbles and Mini Peaks only)
- Direct people arriving to the correct sign in form.
- **1st time guests: get them to fill in a Children's Ministry Rego Form (required).** Let them know about the Kids Church flyer in the Welcome Pack.
- "If you would like tea or coffee ... just around there. We meet in the hall there (indicate) starting at 10 o'clock."

Hall Usher

- Be ready in the COLA area, anticipating the arrival of people into the hall, reassure them: "Hi, good morning, great to see you...I'm (name). How are you today? Feel free to take a seat anywhere. Toilets are over there (indicate). (If appropriate) There's a baby change table over there (indicate). Glad you've joined us...we'll be starting soon".
- Seek to introduce new people / visitors to regular members
- Help direct people to empty seats as required (especially if the seats the back are filling up)
- During the last song, pass around the green bags / box to gather the offertory, Comms Cards and pens. Give Comms Cards to Stu (put in his bag). If Stu is away, give cards to Jocelyn Woodford.

Kids Church Commencement Time

- **Kids Sign In Welcomer** to accompany newcomer parent to Kids' Church, briefly introduce parent to Kids' Church leader/s.

Meet & Greet time (as kids leave for Kids' Church)

- All Welcome Team members to look out for newcomers and engage in chit chat during Meet & Greet time.
- Seek to introduce them to a regular member.

Morning tea

- **All Welcome Team members** to look out for newcomers and engage in conversation during morning tea.
- Seek to introduce / hand off newcomers to regular members.

After Morning Tea

- **All Welcome Team members** gather together to give thanks, pray and discuss as needed.
- Pack away Bibles, pens in pencil case, welcome table paraphernalia, green box and return to storeroom.
- **Advise Jocelyn** if more Welcome Packs are required
- **Advise Stu** if more books (to give away) are required