

FOUNTAINGATE CHRISTIAN ASSEMBLY

ASSIMILATION MINISTRY LEADER SCOPE OF MINISTRY

Purpose: To help visitors feel welcomed and appreciated for attending a service.

A. TIME REQUIRED: Time to organize those who will prepare and serve a meal as well as have fellowship after the meal on a given Sunday after the morning service.

B. QUALIFICATIONS: Warm, sensitive to the needs of others. Outgoing and a good conversationalist. One who values friendships and has a desire to be hospitable and able to easily adapt to different preferences and lifestyles of people.

C. SPECIFIC RESPONSIBILITIES:

1. Commune with the Lord.
2. Answer directly to the Senior Pastor.
3. Recruit individuals and families that want to host our visitors and then develop a hospitality schedule. Arrange for a substitute if someone is not able to host on their scheduled Sunday. Make sure you ask about allergies and animals.
4. Arrive in time to meet any visitors (and their family) through the help of the greeters. This will give time to introduce yourself and explain your invitation for the afternoon meal and fellowship time. It will also set the tone for them to enjoy the warm fellowship that begins the moment they enter the church. It would be a good idea to sit close to them and introduce them to other people and especially to the family that will host them. Also introduce them to some of the Ministry Leaders that apply to them (i.e - C.E, Youth)
5. Insure that they receive a "Welcome Packet" and that they fill out the "Guest Record." Also make sure they receive a bulletin and monthly calendar. Pass the information on the record of visitors on to the pastor so an official welcome letter can be sent.
5. Watch for people standing alone before or after the service. It is normal for visitors to come after the service has already began. Introduce yourself to them and to others as soon as possible.
6. To do your best to make the experience a special one for every visitor.
7. Have the host call the visitor and/or write a short note to say how much you enjoyed meeting them.
8. Keep all conversations positive. Try to answer any questions they may have about the church. Let them know that there is plenty of information on our website www.fountaingate.org.

