

FOUNTAINGATE CHRISTIAN ASSEMBLY
GREETER SCOPE OF MINISTRY



Purpose: To help newcomers and regular attenders feel welcomed at each and every service.

A. TIME REQUIRED: About two and a half hours when scheduled for a minimum of one year.

B. QUALIFICATIONS: Warm, sensitive to the needs of others. Outgoing and a good conversationalist.

C. SPECIFIC RESPONSIBILITIES:

1. Commune with the Lord.
2. Answer directly to the Board of Directors.
3. Arrive 30 minutes before the service. Ask for any final instructions at that time.
4. Ensure that each household receives their monthly calender and any other handouts.
5. Offer a Visitor's Packet to every family who visits for the first time. Ask them to complete the insert titled "*Welcome to our Church*" and leave it with you or place it in the offering plate. Also be familiar with the Membership Applications and Water Baptism Applications and the procedure we follow for candidates.
6. Introduce newcomers to at least one other person. Watch for people standing alone before or after the service. Introduce yourself to them and to others.
7. Ensure that newcomers find a comfortable location to be seated in. Be sensitive that others may be joining with them. Ask if they are expecting anyone else to join them for the service or if they know anyone from the congregation already.
8. Sit close to the entrance door throughout the service and be prepared to answer any questions (i.e.- washrooms, nursery and classroom locations etc.). Keep an eye on children who leave the service regularly and speak to them if needed.
9. Count the number of people (all ages) in attendance and submit the total number in the offering plate on the sheet provided so it can be recorded.
10. Ask some of the men for help if more chairs are required. Ensure that the temperature is at a comfortable setting. Ask for help is needed.

