

## **POSITION DESCRIPTION**

---

### **Name of Position and Team/Task Force**

Greeter

### **Responsibilities**

1. Arrive 20 minutes before the first or second worship services
2. Put on nametag from the Information/Welcome Booth and go to your assigned location
3. Greet and welcome people as they arrive
4. Answer any questions visitors may have about St. Philip's
5. After worship service, stand next to a pastor for approx. 15 minutes in order to assist with questions visitors may have regarding St. Philip's or to give visitors a tour of the building
6. If a scheduling conflict arises, greeters are expected to find a substitute from the greeter for their assigned time and location

### **Qualifications**

1. Commitment to St. Philip's Lutheran Church
2. Willingness to outreach in a friendly and welcoming manner

### **Amount of Time Required**

35 minutes once or twice every 4 months during the entire calendar year

### **When Ministry is Performed**

Sunday mornings at either the first or second worship services

### **Length of Commitment**

Up to individual's discretion

### **Training Provided**

A mailed letter explaining duties

### **Responsible To**

Don Nelson – 763-572-1068

### **Support Provided**

Don Nelson – 763-572-1068

### **Last Reviewed**

May 2006