

## Welcome Team

Role & Guidelines for C3 Church Queenstown

**About the role:** <https://servehq.church/free/church-greeter-training/>

Watch these three videos to help you understand what it means to be a great welcome team person.

**Overseen by:** Welcome Team Leader

**On Sunday's:** Service Overseer and Pastors

**Caring for you:** as a valued member of our Church team and family, our heart for you is that you continue to grow in knowing Jesus and find community through our Sunday service and mid-week dinner parties. As part of completing the Next Step pathway you will have:

- Made the decision to make C3 your Home Church.
- Completed the Next Step Google Form after completing Step 4
- Join a Dinner Party and plan to regularly attend; dinner parties are the place for you to find community in your Church and where you can bring friends along. C3 Dinner Party Hosts are also responsible for your pastoral care; meaning they are there for you, to pray with you and to encourage you in your faith journey.
- You're part of the Dream Team now...exciting! We regularly get all the volunteers across our whole Church together for a night called ALL IN Dream Team. These nights are fun and create valuable connections for you as part of the team. We have supper, connect, worship, pray, have fun and hear Ps Andrew and Alana's hearts for the coming season, so we can be on the same page as a Church, building the Kingdom together for God's glory.
- Relationships are highly valued at C3, we love to keep communication open and honest and we love to do life well together, so catching up and checking in is a normal part of our culture and we encourage you to connect with your team leader and team regularly for fun and feedback.

**Required Experience:** None

### Role timeframe and time commitment:

- Approx 2 Sundays per month, 9:30am - 12:00pm
- Welcome team meeting every second month on a weekday evening
- All In Dream Team meetings (usually once a month on a Monday evening)

### Responsibilities:

- Set up/tidy welcome table
- Wipe clean the chairs
- Straighten the chairs and make them look nice
- Set our connect cards and giving cards
- Check bathrooms are clean, there is handsoap, full toilet paper and fresh clean hand towels
- Welcome visitors at the door from 9:55 to 10:45am; 1) courtyard, 2) front door, 3) door to Church
- Take note of newcomers and be intentional about speaking with them (and people you may not know) after the service and connect them with others
- Tidy up giving cards and connect cards after the service
- Upload physical connect card info to the online card via our website

### Role Specific Code of Conduct:

- Be friendly and welcoming to everyone
- Only hug people if they initiate (and you feel comfortable)
- Remember to watch these three greeters video clips here:  
<https://servehq.church/free/church-greeter-training/>

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**Name:**

**Time commitment:** 6 months / 12 months

**Signature:**

**Date:**

**Team Leader/Lead Pastor:**

Next Step Done

Next Step Forms

**Signature:**

**Date:**

**What's Next:**

1. Training on the job - coordinate a time with your team leader to do an induction. Feel free to ask questions as all our leaders love training people and seeing them fulfill God's purpose for their lives. Once you're confident in the role, you can go on the roster.

2. Join the [C3 Queenstown Dream Team](#) Facebook Group

3. Log into the [Team Hub](#) on our website, PW: C3team

This gives you access to a wee write up about what's coming up and a bunch of resources, including the Current Roster Google Sheet.

4. Roster: please coordinate your availability with your team leader, if you can't make it, please try to arrange a swap within your team and let your team leader know.

**We know you'll love being on the dream team!**

**We look forward to seeing you find community and discovering your God given purpose!**