

## Welcoming Ministry Guidelines:

### Qualifications

It is our belief at First Baptist Church that the Welcoming Team is a vital part to the ministry of this body of believers. Team members should view their function as ministers of the gospel through hospitality. Members of the Welcoming Team are responsible for welcoming, assisting and connecting with guests and attenders of First Baptist Church.

Team members shall consist of people:

1. Who have made a personal decision to accept Jesus Christ as Savior and Lord;
2. Whose lives are marked by the character of Jesus Christ in lifestyle and attitude;
3. Who regularly attend First Baptist Church; and
4. Who have a friendly and hospitable personality.

These qualifications are explained further below.

#### *1. Have made a personal decision to accept Jesus Christ as Savior and Lord (CORE)*

- You know and have confessed that your sin separates you from God and has earned you death and eternal punishment in hell.
- You know that God's love for mankind compelled him to sacrifice his only son, Jesus Christ, to bear the punishment for our sin on the cross and in death.
- You know that Jesus Christ came back to life after three days and has been given the highest position of authority.
- You believe that Jesus is who He said He is and that He alone has the ability to forgive your sin and give you eternal life.
- You have made a personal, intentional decision to surrender your life to Jesus and try to live each day in submission to His will in all parts of your life.

#### *2. Lives are marked by the character of Jesus Christ in lifestyle and attitude (CHARACTER)*

- Perfection is not the standard or the goal. Jesus urges us to strive for obedience out of love for Him.
- Be committed to growing in your relationship with Jesus; submitting to His will in more areas of your life; being faithful in discipleship.
- The fruit of the Spirit (*Galatians 5:16-26*) is demonstrated in your day-to-day life.
- Be humble, authentic, gracious, and respectful to others.

#### *3. Regularly attend First Baptist Church (COMMUNITY)*

- You have regularly attended First Baptist Church for at least 3 months and have decided to make it your church home.
- Church membership is not required, but encouraged.
- We want team members who enjoy and appreciate First Baptist and attend services even when they are not scheduled to serve.

#### *4. Have a friendly and hospitable personality (CRAFT)*

- Desires to help people feel valued, welcome, and at home.
- Must be friendly and have a positive attitude.
- Able to communicate well with others.

## Responsibilities

Team members are responsible for:

### 1. *Attendance and punctuality*

- Please arrive at least 15 minutes early to your assigned door and stay there until *after* the worship has begun to assist those arriving late to the service.
- Remember to wear assigned greeting name tags.
- It is your responsibility to find someone to fill your spot if you are unable to serve on your designated week.

### 2. *Dressing appropriately*

- Clothing should be neat and clean.
- Avoid any clothing that would be considered immodest, disrespectful, or would unnecessarily draw attention to you.

### 3. *Greeting:*

- Welcome every person that enters the doors to First Baptist Church with a friendly and sincere greeting. Appropriate forms of greeting are handshakes, waves and smiles.
- Remember that your greeting has the ability to make a lasting impression for the guests to our church. This is your opportunity to show them how much we appreciate them.

### 4. *Assistance:*

- Open the doors for the guests that need the assistance.
- Identify newcomers and either direct or personally guide them to where they want to go.
- Be familiar with the church building, ministries, and Info Desk resources and assist people with their questions.

### 5. *Connecting:*

- Encourage people to check out a Sunday School class or another ministry the church offers and provide them with the necessary information.
- Offer to introduce the newcomers to pastoral staff, ministry leaders or attenders that may share similar interests/backgrounds.

### 6. *Being proactive in resolving conflict*

- Team member relationships are very important. Be gracious and forgiving with one another. Work out any conflict in love. Involve the Welcoming Team Coordinator, the Senior Pastor, or an Elder, if necessary.
- If at any time you feel confused, discouraged, or unhappy with the way things are going, you are encouraged to speak with the Welcoming Team Coordinator, the Senior Pastor, or an Elder.

## Things to be Mindful of:

- Some people may not want shake hands. Respect these boundaries and offer a wave and a verbal greeting.
- Use breath mints to cover bad breath.
- Refrain from engaging in lengthy conversations if it is pulling you away from your greeting duties.
- Be aware that not all newcomers want to be asked a lot of questions.
- Try to avoid keeping newcomers at the door too long, especially if your conversation keeps others from entering the building.
- Please don't leave a person waiting too long when seeking assistance or an answer to their question(s).

### **The process of getting involved with the Welcoming Team**

1. Meet with the Welcoming Team Coordinator and express your desire to get involved. We'll go over how and why we do things, and talk about the ministry qualifications.
2. Review the Welcoming Ministry Guidelines.
3. If you are not a member of First Baptist Church, it is the church's policy to verify your faith in Jesus Christ by meeting with a pastor or deacon to hear your testimony. The Welcoming Ministry Coordinator will arrange this meeting.
4. The Welcoming Ministry Coordinator will contact you and discuss your greeting schedule.

### **Accountability**

- If at any time you feel you do not meet the Qualifications described above, you are encouraged to discuss this with the Welcoming Team Coordinator, the Senior Pastor, or an Elder.
- If the Welcoming Team Coordinator becomes aware of an issue that would disqualify you from the Welcoming Team, he or she will meet with you to verify the situation and, in consultation with the Senior Pastor, determine appropriate next steps.
- The leadership of First Baptist Church is committed to supporting its people in their struggles with sin. We will work with you, with grace and patience, to bring victory over sin and restoration of a right relationship with God and others.
- You may not be scheduled to greet until the Welcoming Team Coordinator determines that you are ready to serve in this ministry.

### **Final Thoughts**

We intend for this information to serve as guidelines but we realize that exceptions may occur. The leadership of First Baptist Church will determine those exceptions.

Please contact the Welcoming Team Coordinator with any questions, concerns or comments.

**Welcoming Team Coordinator:** *Molly Vinje, 701-720-8025.*