

Ministry Title:

Greeter & Follow-Up Ministry Leader

Purpose Statement

The purpose of the Greeter & Follow-Up Ministry Leader is to provide spiritual oversight, organizational leadership, and strategic direction for the Greeter & Follow-Up Ministry. This role ensures that the church's hospitality and follow-up efforts reflect the character of Christ, align with the church's mission, and function in an orderly, effective, and caring manner that supports both guest engagement and member care.

Role Descriptions

The Greeter & Follow-Up Ministry Leader serves as the primary coordinator and shepherd of volunteers within the Greeter & Follow-Up Ministry. This leader equips, schedules, and encourages volunteers, develops consistent hospitality and follow-up practices, and serves as a liaison between the ministry and church leadership. The role combines relational leadership with administrative responsibility to foster a welcoming and spiritually attentive environment.

Primary Responsibilities

- Provide leadership and oversight for all greeter and follow-up ministry activities
- Recruit, train, and equip volunteers for effective hospitality and follow-up service
- Develop and maintain clear procedures for greeting, guest engagement, and follow-up communication
- Coordinate volunteer schedules to ensure adequate coverage for worship services and events
- Ensure guest information and follow-up data are handled with confidentiality and care
- Communicate regularly with church staff and elders regarding ministry needs, trends, and concerns
- Identify opportunities to improve guest assimilation and connection pathways
- Address volunteer questions, concerns, and performance issues in a gracious and timely manner

- Pray for volunteers, guests, and the overall ministry
-

Reporting Structure

The Greeter & Follow-Up Ministry Leader reports directly to the Church Elders or an Elder-designated liaison. The leader provides updates, submits recommendations, and implements elder-approved policies and ministry direction in accordance with the church's governance structure.

Time Commitment (if applicable)

Time commitment includes regular participation in worship services, ongoing communication with volunteers, and periodic meetings with church elders or designated leaders. Additional time may be required for training sessions, special events, and seasonal outreach efforts.

Spiritual Qualifications / Expectations

- A clear profession of faith in Jesus Christ and a consistent Christian walk
- Faithful membership and regular participation in the life of the church
- Demonstrated spiritual maturity, humility, and servant leadership
- A reputation for hospitality, wisdom, and relational discernment
- Commitment to prayer, biblical faithfulness, and unity within the church
- Agreement with and support of the church's doctrinal statement, mission, and leadership