

Position summary

You are a member of an awesome team of people whose main goal is to make members and first time guests feel welcome at Redwood Park Church. You respond to requests for information or give direction, connect member with appropriate staff, and/or fill out a Welcome Card with a request for information. *“Always be eager to practice hospitality. Romans 12:13*

What do I do?

- You are strongly encouraged to come to our pre-service prayer time. We come to pray together to be empowered by the Holy Spirit so He can work in and through us in everything we do.
 - 1st service: 9 am in the Auditorium
 - 2nd Service: 11 am in the KitchenIf something unexpected comes up that prevents you from coming, please keep your commitment to serve by arriving at least 20 minutes before your scheduled shift.
- Puts on a Host Badge.
- Checks the desk for anything that is out of place or needs tidying.
- Turns on the Ipad to ensure that the website is up and running.
- Checks the Sunday Bulletin and Events tab in the Info Desk binder for the latest information.
- Finds out which Foyer Host can be asked for help in assisting guests.
- Answers questions or directs guests to whomever knows the answer.
- Directs anyone who is asking for spiritual help or prayer to a pastor.
- Hands out forms, materials to those who ask.
- Keeps a tally of the number of people that stop at the Info Desk by updating the Activity form in the Info Desk Binder.
- Leaves the desk after the service starts.
- Returns to the desk 5 minutes before the service ends and stays until the beginning of the next service.
- Returns host badge after the end of the shift.

Book sales:

- Collects the cash from the book sales using the Ipad at the desk or directs guest to pay at the café.

Service times:

Fall/Winter/Spring Service	9:30 am and 11:30 am
Summer Service time	10:30 am
Special services as announced	

My commitment

We expect you to be committed to the Mission, Vision and Values of Redwood, follow our policies, be friendly, dress appropriately, and be able to anticipate visitors needs and help them. In return we will provide you with orientation, training, and on-going support.

Who is my contact?

Check with your team lead Susan Girardin: sgirardi@lakeheadu.ca or send an email to: gem@redwoodpark.org