

## St. Ninian's Church

### Responsible Ministry: Screening in Faith

#### Welcomers Ministry Description

Position Risk Assessment: Low

Terms of Office: 1 year, renewable

Supervision and Support: Reports to: Welcomer Committee Co-ordinator  
Staff Liaison (if different from above):  
Committee/Board responsible for this ministry: Pastoral Care Committee

Purpose: To meet and welcome new visitors to St. Ninian's  
To help them enjoy worshipping at St. Ninian's  
To help them find a reason to become members of St. Ninian's through accepting faith in Jesus Christ

Population(s) served: Visitors and Newcomers to our Services

Skills Qualifications:  
- have a desire to meet people  
- be able to talk to people in a friendly manner

Spiritual Gifts Recommended:  
- hospitality  
- faith  
- service  
- wisdom

Training Provided:  
- on-the-job training

Meeting Date & Time:  
- no regularly scheduled meetings

Time Commitment Involved:  
- one Sunday Service every 2 months  
- must arrive approximately 15 minutes before the Service starts

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Description of Duties / Responsibilities:

- greet everyone as they enter the church, watching especially for Newcomers
- introduce yourself to Newcomers, then introduce them to an “off duty” welcomer or parishioner asking them to act as a host
- ensure the host provides Newcomer with a bulletin and a blue ‘Welcome Card’
- ensure the host asks Newcomer if they would like to be introduced during the Announcements
- encourage them to complete the ‘Welcome Card’
- assist Newcomer with order of service, locating bible readings etc.
- if the Newcomer has been baptized, assist them with taking Communion if they desire to do so
- after the service, introduce them to the Incumbent
- ask them to join you for Coffee Hour, introducing them to others
- give them a ‘Welcome Package’ before departure

Limits of the Position:

- comply with the Newcomer’s wishes re: Introducing them during the service

Benefits & Opportunities:

- to meet new people
- to share one’s faith

*Office Instructions: Provide a copy of this description to the applicant. Place a copy in the applicant’s file in a locked filing cabinet. Record the completion of this step on the applicant’s Screening Checklist.*