**KIDS LOBBY DOOR GREETER (AM)**

**Purpose:** Create a warm and welcoming environment for families dropping off their kids on Sundays.

Responsibilities:

* Smiling at, engaging with and holding door open for those arriving/entering the kids lobby, before and after each service
* Giving out HP Handouts to those entering
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Cafe:** Cafe is located next to the MERCH store
	+ **Chapel:** Chapel is located inside the cafe (**Claim takes place in the Chapel**)
	+ **Blue Balloons:** Another resource that can be used is to refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service)
* Staying 10 minutes at kid's lobby doors after service begins
* Returning after service until replacements arrive/kids lobby has emptied
* Any team building/training nights scheduled throughout the year

**MAIN LOBBY DOOR GREETER (AM)**

**Purpose:** Create a warm and welcoming environment for guests arriving/entering the main lobby/sanctuary on Sundays for AM service.

Responsibilities:

* Smiling at, engaging with and holding door open for those arriving/entering the main lobby, before and after each service
* Giving out HP Handouts to those entering
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Cafe:** Cafe is located next to the MERCH store
	+ **Chapel:** Chapel is located inside the cafe (**Claim takes place in the Chapel**)
	+ **Kids Lobby:** Kids Lobby is located past MERCH store to the left
	+ **Blue Balloons:** Another resource that can be used is to refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service)
* Staying 10 minutes at main lobby doors after service begins
* Returning after service until replacements arrive/lobby has emptied
* Any team building/training nights scheduled throughout the year

**SANCTUARY DOOR GREETER (AM)**

**Purpose:** Create a warm and welcoming environment for guests arriving/entering the main lobby/sanctuary on Sundays.

Responsibilities:

* Smiling at, engaging with and holding door open for those arriving/entering the sanctuary, before service only
* Handing out communion/special items on specific Sundays
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Cafe:** Cafe is located next to the MERCH store
	+ **Chapel:** Chapel is located inside the cafe (**Claim takes place in the Chapel**)
	+ **Kids Lobby:** Kids Lobby is located past MERCH store to the left
	+ **Blue Balloons:** Another resource that can be used is to refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.

***Time Commitment***

* Approximately 45 minutes (Arriving 30 minutes before assigned service)
* Staying 10 minutes at sanctuary doors after service begins
	+ **This post does not require to return after service ended**
* Any team building/training nights scheduled throughout the year

**WELCOME TENT TEAM MEMBER(AM)**

**Purpose:** Create a warm and welcoming environment for guests arriving on Sundays. As well as identifying new guests and guiding them to Blue Balloons.

Responsibilities:

* Set up Welcome Tent items: iPad, speaker for music and signage
* Being outside walking around with welcome signs, smiling at and engaging with those arriving, before and after each service
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Cafe:** Cafe is located next to the MERCH store
	+ **Chapel:** Chapel is located inside the cafe (**Claim takes place in the Chapel**)
	+ **Kids Lobby:** Kids Lobby is located past MERCH store to the left
	+ **Blue Balloons:** Another resource that can be used is to refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.
* Tear down Welcome Tent items and return to storage space: iPad, speaker for music and signage

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service)
* Staying 10 minutes at welcome tent after service begins
* Return after service until replacements arrive/lobby has emptied
* Any team building/training nights scheduled throughout the year

**MERCH TEAM MEMBER (AM)**

**Purpose:** Create a warm and welcoming environment for guests shopping on Sundays.

Responsibilities:

* Set up Merch Store wall/closet
* Smiling at and engaging with those shopping, before and after each service
* Tear down Merch Store wall during service/after last service

***Time Commitment***

* Approximately 1 hour
	+ 9:00 am service – **Arrival time: 8:05 am (store needs to be ready and opened at 8:30 am)**
	+ 11:00 am service – **Arrival time: 10:00 am (store needs to be ready and opened at 10:15 am)**
* Staying 10 minutes at Merch store after service begins
* Return after service until replacements arrive/lobby has emptied
* Any team building/training nights scheduled throughout the year

**MAIN FLOOR SECTION HOST (AM)**

**Purpose:** Create a warm and welcoming environment for guests entering the sanctuary on Sundays.

Responsibilities:

* Greet those sitting/arriving to the sanctuary in assigned section.
* Walk around assigned section to engage in conversation to learn more about who they are and make guests feel welcome and at home.
* Help find seating for those entering after the service begins

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service to greet assigned section)
* Remain at sanctuary doors 10 minutes into service (help late arrivals find seating if necessary)
* Any team building/training nights scheduled throughout the year

**BALCONY SECTION HOST (AM)**

**Purpose:** Create a warm and welcoming environment for guests entering the sanctuary balcony on Sundays.

Responsibilities:

* Greet those sitting/arriving to the sanctuary balcony in assigned section.
* Walk around assigned section to engage in conversation to learn more about who they are and make guests feel welcome and at home.
* Help find seating for those entering after the service begins
* Facilitate offering at designated time in service in assigned section

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service)
* Remain at sanctuary doors 10 minutes into service (help late arrivals find seating if necessary)
* 3 minutes facilitating offering
* Any team building/training nights scheduled throughout the year

**MAIN LOBBY DOOR GREETER (PM)**

**Purpose:** Create a warm and welcoming environment for guests arriving/entering the main lobby/sanctuary on Sundays at 5pm.

Responsibilities:

* Smiling at, engaging with and holding door open for those arriving/entering the main lobby, before and after each service
* Giving out HP Handouts to those entering
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Kids Lobby:** Kids Lobby is located past MERCH store to the left
	+ **Blue Balloons:** Another resource that can be used is to refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service)
* Staying 10 minutes past service time
* Return to main lobby doors after service until lobby has emptied
* Any team building/training nights scheduled throughout the year

**SANCTUARY DOOR GREETER (PM)**

**Purpose:** Create a warm and welcoming environment for guests arriving/entering the main lobby/sanctuary on Sundays at 5pm.

Responsibilities:

* Smiling at, engaging with and holding door open for those arriving/entering the sanctuary, before service only
* Handing out communion/special items on specific Sundays
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Kids Lobby:** Kids Lobby is located past MERCH store to the left
	+ **Blue Balloons:** Another resource that can be used is to refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.

***Time Commitment***

* Approximately 45 minutes (Arriving 30 minutes before assigned service)
* Staying 10 minutes past service time
	+ This post does not require to return after service ended
* Any team building/training nights scheduled throughout the year

**WELCOME TENT/OUTDOOR TEAM MEMBER (PM)**

**Purpose:** Create the Welcome Tent/outdoor space into a warm and welcoming environment for guests arriving at Sunday 5pm service. The outside environment is pivotal to the mission of the 5pm service and will take a dedicated team to ensure we are making this a quality space for relationships.

Responsibilities:

* Set up Welcome Tent items: iPad, speaker for music and merch items/signage
* Set up outdoor space for guests gathering
* Smiling at and engaging with those arriving, before and after service
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Kids Lobby:** Kids Lobby is located past MERCH store to the left
	+ **Blue Balloons:** Another resource that can be used is to refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.
* Tear down Welcome Tent items and return to storage space: iPad, speaker for music and merch items/signage
* Tear down outdoor space

***Time Commitment***

* Approximately 1.5 hours (Arriving 1 hour before service)
* Staying 10 minutes past service time
* Returning after service until guests dissipate
* Any team building/training nights scheduled throughout the year

**MERCH TEAM MEMBER (PM)**

**Purpose:** Create a warm and welcoming environment for guests shopping on Sundays at 5pm service.

Responsibilities:

* Set up Merch Store wall/closet
* Smiling at and engaging with those shopping, before and after each service
* Tear down Merch Store wall during service/after last service

***Time Commitment***

* Approximately 1 hour
	+ 5:00 pm service – **Arrival time: 4:05 pm (store needs to be ready and opened at 4:30 pm)**
* Staying 10 minutes at Merch store after service begins
* Return after service until replacements arrive/lobby has emptied
* Any team building/training nights scheduled throughout the year

**SECTION HOSTS - MAIN FLOOR/BALCONY (PM)**

Purpose: Create a warm and welcoming environment for guests entering the sanctuary on Sundays at 5pm.

Responsibilities:

* Greet those sitting/arriving to the sanctuary in assigned section.
* Walk around assigned section to engage in conversation to learn more about who they are and make guests feel welcome and at home.
* Help find seating for those entering after the service begins
* Facilitate offering at designated time in service in assigned section

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service to greet assigned section)
* Remain at sanctuary doors 10 minutes into service (help late arrivals find seating if necessary)
* 3 minutes facilitating offering
* Any team building/training nights scheduled throughout the year

**KIDS LOBBY DOOR GREETER (PM) -**

**(if there are any volunteers scheduled in this area for PM)**

**Purpose:** Create a warm and welcoming environment for families dropping off their kids on Sundays at 5pm.

Responsibilities:

* Smiling at, engaging with and holding door open for those arriving/entering the kids lobby, before and after each service
* Giving out HP Handouts to those entering
* Help navigate new guests to certain locations they need assistance in finding:
	+ **Blue Balloons:** refer new guests to the **BLUE BALLOONS** tables and they can help with assistance as well.

***Time Commitment***

* Approximately 1 hour (Arriving 30 minutes before assigned service)
* Staying 10 minutes past service time
* Returning after service until kid's lobby has emptied
* Any team building/training nights scheduled throughout the year