

## **WELCOMER TO CHURCH**

This is a critical role expressing welcome and openness to all who seek God and attend church, irrespective of age, gender, race, or need.

Welcomers are a bridge between the outside and the inside of the church, enabling those who are nervous, anxious, wary and sad, to step in safely and be informed of the local customs so they may feel included and wanted inside the church and inside the parish community. No-one is turned away.

It is important not to spend more time with those we feel most comfortable with and to ensure those who are new or uncertain have equal welcomes. Making sure they are invited to morning tea afterwards and their names and any special requests they might have are picked up and followed up appropriately with the other leaders.

All welcomers are expected to complete a Safe Church workshop and maintain its currency for the duration of this ministry.

### **Duties**

- Be on time to welcome people as they arrive. Have the books, hand-outs or any instructions for the day's services / events / activities ready to give out; ensuring there are enough to go round and everyone has what is necessary to enjoy and participate
- Understand where the exits, fire drill collection point is to direct people in case of emergency
- Know who your team leader is for the day you are on duty
- Let people know where the toilets are for easy access, particularly noting children and parents who might need directions
- Know where the First Aid kit is kept and be able to access it, the emergency contact numbers and mobile phone to make urgent calls
- Provide refreshments if needed
- Be consistent in welcoming practices, remembering Safe Church principles on personal comments, and physical points of contact, particularly if people need assistance
- Sit near the door to assist late comers
- Be flexible about picking up other duties if people are ill or absent at the request of the wardens or priest
- Try and remember new people, let the priest or warden know about the visitors and welcome them again next time they attend. It is important to promote a sense of belonging within our community.
- Other duties: ....