

Name \_\_\_\_\_

## Welcome Table Ministry Guidelines

Thank you for your willingness to participate in this ministry. **If you are unable to serve on an assigned date, please exchange dates with another person on the schedule and notify Delores Fleming, Evangelism Team Lead, at (757) 249-3574.**

You will be one of the first contacts that visitors have with our church. Please be friendly and helpful; provide information about our church and its ministries, and assist visitors if they need help completing their Visitors Cards.

### **Prior to the Worship Service**

1. Position the Welcome Table across from the kitchen counter in the narthex.
2. Prepare a name tag to wear after the worship service ends.
3. Position Welcome Bags for first-time visitors near the table.
4. Ensure that pens/pencils and visitor cards are placed on the table. (Delores Fleming will resupply the table with these materials.)

### **Following the Worship Service**

1. Leave the sanctuary before the service ends, and sit or stand by the Welcome Table.
2. Greet visitors who come to the table, and answer any questions they have.
3. Ask visitors to complete Visitors Cards if they would like to receive additional information about the church and its ministries.
4. Give first-time visitors a Welcome Bag – one bag per adult. Do not offer Welcome Bags to children unless they are the only members of their families in attendance.
5. Remain at the table until everyone has exited the sanctuary and no visitors are in sight.
6. Move the Welcome Table back to its original position.
7. Place completed Visitor Cards in the Outreach box in the office.

Please call the Evangelism team lead if you have questions or suggestions for improving this ministry.