



Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

Greeter/Hospitality Volunteer Ministry Job Description

Volunteer Job Title: Greeter/Hospitality

Reports to: Ruben Allen and Missionary Torsha Durham

Scheduled Shift: TBA

Job Location: General Assemblies/Conventions, Events and at the Discretion of the National COGBF Convention Coordinator.

General Description:

A greeter is often the first and last person the congregants, members, guests, visitors, and the community will come in contact with at the General Assemblies/Convention and/or the church.

Just like in the building of all relationships, the first impression a greeter/hospitality volunteer makes has an impact on the perception of the organization/church. The greeter's/hospitality ministry is one of the most important ministries in the organization/church.

It is an opportunity to express God's love through Christ and help set the tone for the upcoming worship service.

“And whatsoever you do, do it heartily, as unto the Lord, and not unto men; knowing that of the Lord ye shall receive the reward of the inheritance; for you serve the Lord Jesus Christ.”

Colossians 3:23-24

Job Duties/Responsibilities: Greeters meet in the designated area as indicated by the Greeter's/Hospitality Director.

- Arrive at least 30 minutes
- Smile
- Fresh breath
- Make eye contact with the guests/ patrons
- Take the initiative and greet guests and patrons to their seat
- Guide people with special needs to appropriate seating
- Personal and warmth attitude
- Welcome church attendees as they arrive, especially people who appear to be unfamiliar with organization layout and service style.
- Appropriate dress attire and name badge at all times
- Assist preparing and distribute bulletins/ programs for the service and/ or event as people enter
- Assist elderly members entering and exiting the building
- Be sure that you are familiar with answers to common asked questions
- Ensure the cleanliness and safety of the sanctuary and zone prior to entering the worship area.
- Discreetly guide latecomers to seats at appropriate points in the service.
- Monitor the congregation during the service to see if any church members have a special need that requires assistance.
- Collect bulletins and any trash after the congregation leaves.
- Possess a thorough knowledge of organization Church's policies for handling medical emergencies, service disruptions, or church evacuations.