

# WELCOME TEAM FOR SCHOOL SERVICES

## MINISTRY VISION/PURPOSE:

To ensure that everyone attending Knowle Parish Church feels truly welcome.  
To help with the smooth running of the service.

**ROLE: Welcome Team Member at one of the school services held at KPC**

## WHAT ROLE INVOLVES:

Detailed notes are provided, but basically the role involves:

**Arrive early:** Arrive at church 30 minutes before the service starts in order to prepare for the service and be ready to greet people as they arrive

**Help prepare for the service:** Do whatever needs you to be done to prepare for the service before people starts to arrive (eg placing 'Reserved' signs on some pews, sometimes Bibles need to be removed from pews).

**Welcome everyone:** Wear a name tag. Greet everyone who arrives with a smile and an appropriate greeting. Direct them to the appropriate seating area.  
Answer any questions visitors may have.  
Stay seated at the back to greet and welcome latecomers

**Emergencies:** Be aware of the procedure to be followed in the event of a medical or other emergency and, if necessary, play your part in such a procedure.

**Once the service is over:** At the end of the service, remain visible in case people have questions. Do whatever is needed to tidy up once everyone has left after the service.

## ESSENTIAL QUALITIES FOR ROLE:

A love of people and a welcoming smile  
Reliability

## TRAINING/GUIDANCE PROVIDED:

On the job training provided by another member of the Team or a member of the Children's or Youth Teams.

Detailed written guidance notes

Welcome Team gatherings once or twice a year.



**Interested? Want to find out more? Contact Helen Allen in the Parish Office ([helen.allen@kpc.org.uk](mailto:helen.allen@kpc.org.uk) / 01564 779123)**