

	TITLE: WELCOME TABLE RESPONSIBILITIES	PROCEDURE
DOCUMENT NUMBER:	FILE NAME:	
SECTION: Deacons SUBSECTION:	EFFECTIVE DATE: (24/10/09)	
APPROVED BY:	REVISION DATE: (24/10/09)	
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1.0 Purpose

This procedure is to give guidance for the responsibilities of the personnel at the Welcome Center.

2.0 Scope

2.01 Applies to all Welcome Table Attendants of Harvest Bible Chapel Cambridge (HBCC) and their responsibilities during HBCC events.

3.0 Definitions:

4.0 Responsibilities:

4.01 **Please be on time 9:45am!**

4.02 The Welcome Table Attendants will be by the Welcome Center in front of the table near the main entrance to:

- a) Hand out material,
- b) Direct inquirers to small group sign up area,
- c) Handle and process sign ups for various Church activities.

4.03 Wear your lanyard with your name tag at all times (they are kept on a door hook in the "Higher Ground" storage cupboard), please return them when you leave.

4.04 They should greet people with a smile, in a warm and friendly manner.

4.05 They will answer questions and give directions as required.

4.06 They should be familiar with:

- a) Where the Children's ministry is and calls it by its name "Higher Ground".
- b) The ages for the program, Nursery – birth-2yrs; Climbers – ages 3-5; Explorers grades 1 – 4.
- c) Where the coat racks are
- d) Washrooms
- e) Worship Center
- f) If Handicap lift is required contact an usher
- g) HBCC service schedule
- h) Small Groups, locations and topics
- i) Special Events for HBCC.

5.0 Related Documents

6.0 References

Review Dates:

Revision Dates: