

**Guest Relations Team:** The goal of this team is to help our guests to connect to our church. Our team is made up of door greeters, connect booth hosts, ushers and coffee preparation. Some of our key needs are highlighted below. Those interested in any of these positions contact John Redd – [john.redd@graceweb.net](mailto:john.redd@graceweb.net).

Title: Door Greeters

Job Description: Welcomes every person that comes to the church. Engaging and offers guide and direct guests.

Rotation Schedule: Every third month

Title: Worship Center Hosts

Job Description: Hands out bulletins to each person attending the service. Provides information as needed.

Rotation Schedule: Every third month

Title: Connect Booth

Job Description: Be informative about all ministries and leaders associated with each. Be able to answer questions or follow up if you need to get back with the person. Relay information to staff and ministry leaders about anyone that may benefit from follow up.

Rotation Schedule: Every third month

Title: Worship Center Ushers

Job Description: Set up additional chairs. Assist those that need help in finding a seat. This is particularly important after worship has started.

Rotation Schedule: Every third month

Title: Coffee Preparation

Job Description: Set up coffee and condiments on Saturday in preparation for Sunday services.

Rotation Schedule: Every third month