

WELCOME VOLUNTEER

Job Description

Job Summary

To welcome newcomers into Grace Church, by assisting the running of welcome systems, integration processes, and Sunday welcome teams.

Reports To

Esme Plews (Young Adults & Welcome Lead)

Key Responsibilities

1. Regular admin

- Responding to Connect Forms.
- Managing the Welcome Flow.
- Updating any relevant data points e.g. the engagement channel.

2. Welcome Team admin

- Creating termly rotas.
- Responding to any requests from team eg. changing weeks or services on the rota.
- Responding to welcome team feedback forms eg. ordering more t-shirts or updating hospitality channel when needed.
- Helping plan and facilitate welcome team training.

3. Newcomer Meals

- Responding to sign ups.
- Liaising with Ben and Emily about the practicalities ahead of each monthly events.
- Attending some of the meals to welcome newcomers.

Projects & Larger Pieces of Work

- Student Welcome – helping to organise student meals and the like.
- Integration – ensuring we collate data, to keep improving the accessibility and efficiency of our systems so that it's easy for people to become integrated at Grace Church.
- Big picture planning – planning ahead a one term at a time.

Other Responsibilities

- Being an example to others on a Sunday and when hosting YAs in your home.
- Meeting regularly with Esme to plan, pray and grow in your role.

Other responsibilities you could move into during the year

- Leading in different contexts, e.g. at Welcome Team training evenings, a Sunday Welcome Team or when sharing updates with the staff team.