



## Mission

*To reveal the love of Jesus for all who enter – especially the stranger.*

## Core Values

We're *proactive* in our welcome.

We're *present* to those we welcome.

## Roles

### (3) Hospitality Coordinator (8:00-9:45) (9:45-10:30) (10:30-12:00)

1. **Purpose:** Ensure that Immanuel is ready to welcome people well!
2. **Responsibilities:**
  - a. Arrive at 8:00/9:45/10:30.
  - b. Check the hospitality schedule on the Welcome Center desk to know where greeters are located and who is driving a cart.
  - c. Ensure that adequate coffee, hot water, and accessories (creamer, sweetener, stir straws) are available in the Welcome Center – replace as necessary. Supplies are found in the cabinets below.
  - d. Tidy the Welcome Center as necessary, making sure tables and chairs are clean and in order.
  - e. 20 minutes before service: Greet your greeters and provide them a name tag and greeter lanyard if they forgot to put one on. If a greeter is not present, take their spot until they arrive.
  - f. Remain in the Welcome Center to receive anyone who might come in, have questions, need directions, etc.

### (9) Greeter (8:35-9:05) (9:50-10:20) (10:35-11:05)

1. **Purpose:** Warmly welcome and greet those whom God has brought to our fellowship!
2. **Responsibilities:**
  - a. Smile! 😊
  - b. Arrive at 8:35/9:50/10:35, and check the hospitality schedule on the Welcome Center desk to know where you are located and put on a name tag and greeter lanyard.
  - c. If you greet someone you don't recognize or know – introduce yourself, ask if you can help in any way, if you can provide directions, etc. (it's okay if you can't say good morning to everyone that walks in – the connection in front of you is worth it!)

## (8) Sanctuary Usher (8:35-9:05) (10:35-11:05)

1. **Purpose:** Warmly welcome those whom God has brought to our fellowship!
2. **Responsibilities:**
  - a. Smile! 😊
  - b. Arrive at 8:35/10:35, and check the hospitality schedule on the Welcome Center desk to know where you are located and put on a name tag and greeter lanyard.
  - c. Check in with the Worship Coordinator in the Narthex to pick up worship bulletins and receive any special instructions.
  - d. Welcome people and pass out worship bulletins at any of the 3 entrances to the Sanctuary (stage left, stage right, Narthex)
  - e. (if at stage left or stage right) After welcome music finishes and announcements begin, close the sanctuary doors and proceed to the Narthex.
  - f. In the service, take up offering at the direction of the Worship Coordinator.
  - g. After the service ends, assist the Worship Coordinator with a quick sweep of the sanctuary for anything left in the pews.

## (4) Wesley Hall Usher (9:50-10:20)

1. **Purpose:** Warmly welcome those whom God has brought to our fellowship!
2. **Responsibilities:**
  - a. Smile! 😊
  - b. Arrive at 9:50, and check the hospitality schedule on the Welcome Center desk to know where you are located and put on a name tag and greeter lanyard.
  - c. Check in with the Worship Coordinator at the sound booth to pick up worship bulletins and receive any special instructions.
  - d. Welcome people and pass out worship bulletins at either of the 2 entrances to Wesley Hall (2 ushers per entrance).
  - e. (If at front entrance) Close doors once the worship music begins.
  - f. (If at back entrance) Close the doors 5 minutes into the worship service (after the first one or two songs are completed)
  - g. In the service, take up offering at the direction of the Worship Coordinator.

## (6) Cart Driver (8:35-9:05) (9:50-10:20) (10:35-11:05) (11:10-11:35) (11:50-12:20)

1. **Purpose:** Warmly welcome those whom God has brought to our fellowship!
2. **Responsibilities:**
  - a. Smile! 😊
  - b. Put on a name tag and greeter lanyard from the Welcome Center desk.
  - c. Begin driving the cart at 8:35/9:50/10:35/11:05/11:50.
  - d. Carefully make rounds around the parking lot, offering rides to those you pass. Return to the back of the parking lot once you have dropped anyone off in order to best see those arriving.
  - e. (11:50 Drivers) At 12:20, park the cart beside the Wesley Hall side door. Make sure that all doors, windows, and the windshield are closed. Plug in the cart charger, making sure to hang the charging cord over the front door lock. Place cart key in the left drawer of the Welcome Center desk.

## **(9) Prayer Minister (10:00-10:30) (11:15-11:45) (12:00-12:30)**

1. **Purpose:** Warmly receive people desiring prayer after the worship service.
2. **Responsibilities:**
  - a. As a volunteer, you commit to arrive 15 minutes before the service and remain 30 minutes after the service. Because of the sensitive nature of prayer ministry, every volunteer must complete training and sign a covenant. See the [Prayer Chapel Training](#) and [Covenant](#) documents for more details.