



Scots' Presbyterian Church Berry

*Our purpose is to
Love God with our heart, soul, mind and might and to
Love our neighbour as ourselves*

Serving Guide for Volunteers

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| POSITION | Welcoming |
| GOAL OF POSITION | To welcome people to our Church service and to positively contribute to their worship experience at our Church. |
| KEY FUNCTIONS | <p>The welcomer will:</p> <ul style="list-style-type: none">- Greet people arriving for the worship service- Distribute weekly notice sheet and any other handouts- Invite visitors to sign the Visitors' Book- Two minutes prior to the commencement of the service, ring the church bell (12 times approximately one second apart)- At the commencement of the service, close the door between the entry and the church. It is preferable for latecomers to not enter the church during prayer.- Prior to the commencement of the service, arrange with another member of the congregation to assist with collection of the freewill offering- During the service, assist with the collection of the freewill offering;- After the service assist visitors and newcomers to meet the Minister and members of the congregation. |
| SUGGESTIONS FOR AS AND WHEN REQUIRED | <ul style="list-style-type: none">- Arrange assistance for entry into the church of physically impaired people- Encourage people to be inside the church ready for the commencement of the service- After the service, see that visitors and newcomers are not left alone |
| TIME REQUIREMENTS | <p>The welcomer is requested to be at the Church and ready to commence welcoming at least twenty minutes prior to the commencement of the service.</p> <p>The welcomer is to remain at the entry until the commencement of the first hymn of the service.</p> |
| SPECIAL SKILLS | <ul style="list-style-type: none">- Warm and friendly- Knowing members of the congregation |
| ABSENCE | In the event of being unavailable to serve on a rostered day, please arrange to swap with another person on the roster. |
| BENEFITS OF SERVING | Enhancing our church's reputation as a welcoming church; |