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**Welcome Committee**

**Scope:** Greet and welcome members and guests attending services of the church.

**Purpose:**

To be responsible for greeting and welcoming members and guests to Aversboro Road Baptist Church. To staff church entrances with enough greeters to welcome attendees and to see that visitors are properly registered and directed to their appropriate Sunday School class or place of worship.

**Membership:**

Composed of six members nominated by the Nominating Committee and elected by the church for three-year terms which begin in January annually. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

**Relationships:**

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The Committee Chair serves as a member of the Church Council.

**Duties:**

1. Prepare and maintain a duty roster of welcome volunteers.
2. Provide instructions and a church layout to the greeters at each entrance.
3. Provide a list of Sunday School classes and their locations to greeters manning entrances on Sunday morning.
4. Prepare and maintain a Welcome Brochure.
5. Ensure a church representative and church bulletins are available at each church entrance on Sunday morning.
6. Meet as often as needed to accomplish the committee's purpose.
7. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
8. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.