

HOST MINISTRY

MISSION STATEMENT:

- Create an authentic, welcoming and safe environment for everyone – guests and members – who attend worship and events at St Mark Presbyterian Church.
- Facilitate multiple points of involvement for all based on skills and/or interest.
- Be intentional with creating the best possible first impressions for our guests.

Committee Members:

Two Active Elders Co-Chair and recruit other members to the committee as needed

Duties & Responsibilities:

1. Greeter/Hospitality Team
 - A. Team Leader recruits, trains, schedules and coordinates Greeter/Hospitality Teams. Also manages cookie/snack donations for the Hospitality Center each Sunday.
 - B. Greeter/Hospitality Teams are 4-person teams comprised of 3 greeters and 1 hospitality host. A team is on duty from 8:30 to 11:30 am each Sunday. We will initially have 4 rotating teams. The 3 greeters man the sidewalks outside the following entrances: 1) Hospitality Center main door, 2) doors off the Early Learning Center/Family Life Center covered walkway, and 3) the office/west parking lot doors. They greet and open doors for everyone, and they escort first time guests to the Welcome Table in the Hospitality Center. A hospitality host mans the Welcome Table where he/she gets to know guests and makes sure their needs are met.
2. Connection Team
 - A. Team Leader coordinates the collection of contact information from guests and all follow-up communication efforts and tracking. The team leader coordinates the Connection Team, leads its quarterly meetings, and reports monthly to Session re guests and/or new members.
 - B. The Connection Team schedules, promotes and leads Next Step membership classes; coordinates receiving new members; links new members with mentors, and coordinates additional recognition of new members at 5th Sunday lunches.
3. Security/Safety Team
 - A. Prepares a comprehensive safety and security plan to be adopted by Session and shared with the congregation; coordinates security training for all greeters and hospitality hosts; and coordinates the maintenance, storage and distribution of radios to greeters, hospitality hosts and nursery staff every Sunday.
4. Facilities Team
 - A. Coordinates with the sexton the weekly placement of guest parking directional signs and guest parking spaces, as well as preparation of beverages in the Hospitality Center. Oversees permanent exterior signage, grounds maintenance, parking needs, and the creation or purchase of any new kiosks or furniture to support the Host Ministry.