

## **WELCOME STEWARD**

To volunteer as per a rota system to arrange one/two door stewards each Sunday to welcome everyone, particularly new people.

**Reporting to: Kay Burton (rota) and ultimately Rev Asif.**

### **Main responsibilities & Skills**

**You will be representing the Church.**

To be outgoing and not afraid to speak to people confidently about church.

1. To arrive about 20 minutes before the service starts to welcome folk.
2. To familiarise yourself with any literature/notices that have been left in the vestry for distribution.
3. To ensure that any out-of-date literature is thrown away.
4. There should be plenty of church brochures and information leaflets to hand out – if not please speak to the office to arrange this.
5. To identify and welcome everyone, particularly those who are new.
6. Hand new folk literature and talk to them about the church and how the service works.
7. To show them where to sit and identify a regular Trinity member to ‘buddy’ them.
8. If they are receptive, to give them a welcome card to complete with their details.
9. Completed Welcome cards should be given to Rev Asif to follow up with a welcome phone call or WhatsApp, and he will let Karen know if folk have given us permission to add them to the email listings for notices. Karen to record details and keep information safe in the office.

**Time allowed:** As per the rota approx. once per month.

**Benefits: A very important aspect of Church – a warm welcome could make all the difference to that person.** Getting to know all our members by name and the opportunity to welcome new people to church in the hope that they will return.