

## Welcome Committee

### Job Description

#### Composition:

The committee and chair will be appointed by the Committee Coordinating Council. The Team will consist of a minimum of nine members with three-year staggered terms. The committee will choose a vice-chair who will serve as the chair in the next year's rotation.

#### Responsibilities:

The committee is responsible for coordinating and developing a comprehensive program for welcoming newcomers (prospective or new members or those in regular attendance) into the life of this church and sharing with them the opportunities for involvement. In essence, this committee's mission is to provide helpful ways to welcome newcomers as well as seek ways to promote belonging and inclusion in the life of this church.

#### Welcome Member Duties:

1. Assist ministerial staff in contacting newcomers as soon as possible. This should be done by email or mailed post card by a designated member of the Welcome Committee.
2. Collaborate with the ministerial staff in providing opportunities for newcomers to be informed and integrated into the life of the church.

Members will serve on a monthly rotation with the following duties:

- Greeting at the entrances/exits of the church before and after the church services.
  - Passing out of visitor cards in attached brochure with church mission, various opportunities and activities of the church (still to be developed) at the beginning of each service. (Welcome Committee should place the visitor card baskets on front row prior to church service).
  - After the church service, Welcome members will share a LSBC gift with newcomers on their first visit to LSBC.
  - Host a Sunday lunch on first Sunday of the month.
3. Regardless of their rotation, Welcome Committee members will notice and greet those newcomers who are attending for the first time as well as repetitive times and seek ways to include them in the life of the church by inviting them to specific meetings, Sunday School classes or church gatherings. Members will assist and help out as needed/or provided notice.
  4. Provide and attend a social gathering for those who have recently joined – to provide better connection with Welcome members and church ministerial staff – to be done at least twice a year.
  5. Welcome Committee chair will coordinate with *Church Pie Person* to bake and deliver a pie upon their joining the church.
  6. Provide and attend a formal informational session for newcomers at least twice a year.

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7. Provide updated Sunday School signage at the top of the stairs, share signage ideas with Building and Grounds and keep brochures/visitor cards updated.
8. Develop a budget request related to Welcoming activities and share this budget request with the Finance Committee during the month of September.

Revised/Approved by Committee: February 2021

Approved by CCC: March 2021