



ST. DAVID'S EPISCOPAL CHURCH  
3916 SW 17<sup>TH</sup> STREET  
TOPEKA, KS 66604

ROLES AND RESPONSIBILITIES

I Name of Ministry Group or Committee

Welcoming Ministry

II Mission Statement of Group or Committee

The Ministry of Welcome is part of God's work at St. David's Church. We endeavor to meet and greet every guest as someone who may be on a search to find a place of love, of acceptance, of connection, and eventually, a place of worship. The members of this ministry are often the front line of a guest's encounter with the Church where we have found our Place at the Table.

We encourage anyone who shares this interest to sit in on a meeting to learn what we do. The meeting dates are published in the Messenger and in the weekly leaflets available at every weekend service.

III Duties and responsibilities of Chairperson

The Chairperson schedules and attends meetings and notifies members and Vestry Liaison of time and place of the meeting.

Chairperson invites new, potential members as part of "focused invitation" initiative.

The Chairperson recruits members for the Ministry, and also recruits and provides guidelines for those who volunteer to be Greeters at the 9 a.m. and 10:45 a.m. worship services. The Chairperson fills in on Sundays that regularly scheduled Greeters are unable to serve.

The Chairperson buys (supplies for the Welcome Bags. Decisions re content of bags are made with the Rector

Chairperson keeps ample supplies of filled, ready to go, Welcome Bags.

Chairperson researches and reads as much information as possible regarding hospitality, welcome, incorporation, etc from the Episcopal Church (and other denominations) and shares this information with members of the Ministry and also continues to recommend that members of the Ministry do the same.

Chairperson attends workshops about Hospitality whenever conveniently located.

Chairperson encourages new ideas from members of the ministry. Recent examples of executed ideas are the soliciting volunteers for Sunday coffee hour, with emphasis on inviting guests.

The Chairperson monitors the Greeter name tags (which read Welcome to St. David's). The Chairperson works with the Outreach Chair in preparing the Annual Report for the parish and any other reports as requested.

The Chairperson thanks God and prays regularly for the interested and participating members and Greeters and Liaison of St. David's Welcome Ministry.

#### IV Areas of Responsibility

- Greet each guest attending every weekend service.
- Provide useful information to each guest about the parish and invite the guest to upcoming events.
- Provide information (name, address and e-mail address) to the office.
- "Track" the guest and check to see if the guest attends another service.
- Work with the Outreach Chair and Rector in providing guest bags.
- Work with the Parish Life Chair in regard to Coffee Hour
- Work with the Rector in regard to how best to welcome guests at each service.

#### V Objectives for 2013

#### VI List of members in 2012

Marcia Ransom, Chairperson  
The Rev. Eva Brown  
Jeannie Eudaley  
Leonard Eudaley  
Genny Beccera  
Meredith Williard  
The Reverend Annie Hedquist

VII List of Members for appointment in 2013

VIII Concluding statement

This group will meet as the need arises, at least once per quarter, dates to be decided by the group as a whole.