



First Unitarian Church of Des Moines

Volunteer Position Description

Position Title:	Hospitality Team – Greeter
Purpose:	Greeters are the “first face” of First Unitarian Church. They provide the warm welcome to those braving uncertainty and trying out a new church. They help members and newcomers alike feel comfortable in our church by giving directions or just being a friendly person to talk to. Greeters perform the most basic functions of our mission and goals by helping us <i>grow connections</i> and <i>intentionally invite and engage others to grow in community with us</i> .
Key Responsibilities:	<ul style="list-style-type: none">• Set out/Retrieve outdoor parking/crossing signs• Greet all members and visitors as they arrive• Help visitors complete Connections Cards and provide Visitor Folders, nametags• Introduce visiting children to Religious Education Facilitator or Director• As visitors exit service, check to see if they have questions• Offer visitors a church tour• Chat with visitors during coffee time, introduce them to members and check if kitchen crew needs help• Provide treats for coffee time (homemade or store bought – doesn’t have to be fancy!)
Length of Appointment:	We encourage every member of First Unitarian to help “co-create” our community in this small way and serve on a hospitality team. Allowances are made for people who are unable to serve, but in general our motto for hospitality is: “Many hands make light work!”
Time Commitment:	Approximately two hours on a Sunday morning, every other month. (Most teams serve 6 times per year.)
Qualifications & Desired Attributes:	<ul style="list-style-type: none">• Welcoming and friendly to new people• Knowledge (or willingness to learn) the basics of our church – for example, where the bathrooms and classrooms are• Desire to create an inclusive, welcoming environment for a diverse group of people
Location:	First Unitarian Church – mostly on the main level (Auditorium, lobby, kitchen, Gathering Area, Channing Hall), although giving a tour could involve using the stairs or lift to go downstairs
Support:	Your Hospitality Team Leader, plus the Hospitality Coordinator
More info:	https://www.ucdsm.org/hospitality-ministry/