

THE IMAGE CHURCH

Volunteer Position: Next Steps Booth

Supervisor Title:

Date Prepared/Revised: Revised November 10th, 2019

Responsibilities

- This is an essential part of our Sunday morning greeting team. Please make sure to SMILE, make eye contact and greet every person. Please make sure to know about all upcoming events and be very familiar with the Image Church App so you can fill out the Next Steps cards for new people. Always make sure to show up 45 minutes prior to service start times (you will need to place Next Steps cards on seats - see below)

Before service begins:

- Turn on TV and start slide show for upcoming events
- Place Next Steps cards with a pen attached on every seat
- Stand in front/foyer area and engage with everyone, catch names, make conversation, help them find a seat, show them where they can check their kids in, grab them a cup of coffee/tea/pastry

During Service:

- Stay in the front/foyer area for at least 10 minutes after service starts to welcome people coming a little late
- Assist with curtain from the front/foyer area so people are not walking through it
- Sit in the back // observe auditorium and take note of all the new faces
- Text/assign a leader to each new guest/couple (include Josh Gelzer and the service director in the text) - a leader does not have to be someone serving that day!
- "Hello (leader's name), there is a new face. They are sitting _____, they are wearing _____. When Pastor starts praying, please make your way to the front/foyer and make it a priority to introduce yourself and engage them. Make it a goal to get their info in Next Steps and connect well with them. Thank you!"
- When speaker/Pastor begins praying, please get up quietly and head to the Next Steps booth

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After Service:

- Make sure new faces are approached
- Make sure Next Steps card is completed via app or handwritten
- Make sure to stay at Next Steps booth for at least 15 minutes after services
- Collect Prayer/Praise Cards if necessary

Expectations

- Show up 45 minutes before scheduled (arrive at 8:30am for first service and 10:30am for seconds service)
- If you do not accept or decline your assigned serving day/time by the Monday before - you will be responsible to find your replacement
- Keep the Next Steps Booth clean/organized