

23 — First Impressions

Ministry Leader

Mayflower Church Position Description | **23 — First Impressions Ministry Leader**

Ministry Team Leader Position

Role Summary

Purpose	Coordinate the church's first impression experience for guests, ensuring they are welcomed and properly assimilated.
Accountable To	Board of Elders
Term of Service	Ongoing; typically renewable annually
Selection Process	Appointed by Board of Elders
Time Commitment	3-5 hours/week

Qualifications

Outgoing, welcoming, and organized. Able to train others in hospitality and follow-up protocols.

Key Responsibilities

- Coordinate greeters and ushers for Sunday services
- Develop systems for identifying and tracking first-time guests
- Organize welcome packets and guest follow-up
- Train and schedule volunteer greeters and ushers
- Coordinate guest classes or new member orientations
- Collect feedback from guests to improve the first impression experience
- Collaborate with other ministry leaders to ensure smooth assimilation

Training & Support

Guest assimilation resources, volunteer management training, follow-up systems

A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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Revision #3

Created 2026-04-20 17:19:07 UTC by Anton Brown

Updated 2026-05-07 19:47:21 UTC by Anton Brown