DPC Membership Team– Welcoming Team Member Role Description

1. DPC Purpose Statement

Darebin Presbyterian Church (DPC) exists "*to help people in the city of Darebin find true satisfaction that comes through knowing and serving Christ.*"

The "Welcoming Team Member" plays a crucial role in helping us to achieve this purpose as you enable people (who are connecting with DPC either for the first time or regulars) to be welcomed into the life of our community so that they can come to hear, accept, and grow in the gospel of grace.

1 John 4:9-12 - "This is how God showed his love among us: He sent his one and only Son into the world that we might live through him. This is love: not that we loved God, but that he loved us and sent his Son as an atoning sacrifice for our sins. Dear friends, since God so loved us, we also ought to love one another. No one has ever seen God; but if we love one another, God lives in us and his love is made complete in us."

2. Outcomes

- People are being warmly and helpfully welcomed into the DPC community by the welcoming team.
- The people of the welcoming team together are growing in their satisfaction in Christ, and joy in being a part of the church family, by serving in the welcoming team.
- Welcoming team members are responding to the gospel by welcoming people as Christ has welcomed us.

3. Specific Tasks

- Arrive by 3:30pm on your rostered Sunday for prayer. Assist welcoming team leader with set up (putting A frame out on footpath, hanging DPC banner on front of church building, setting up name tags and textas on welcoming table in foyer, writing name tags for music team/AV team).
- Be able to model godly and gracious welcoming to all people who walk through our doors.
- Make efforts to connect visitors to other people in the congregation (both before and after the service).
- Encourage people to write their own name tag (however if someone has their hands full with kids etc please offer to write it for them).

- If asked, be able to explain the gospel in a helpful and clear way.
- Usher people into seats.
- Encourage new people to scan the QR code on the notice board in the welcoming foyer to connect more with DPC
- Assist welcoming team leader with inviting new people to the next Newcomer's meal
- The welcoming team leader will complete attendance in Elvanto. They may complete it with you to ensure they do not miss anyone.
- Join the service from 4:15pm.

4. Support and Accountability

- An annual meeting will occur to reflect on and pray for this ministry.
- All members of the Welcoming Team will receive emails/messages in the Whatsapp group as required from the Welcoming Department Leader with updates, encouragements, and training.
- Welcoming Team Members are supported each week by a Welcoming Team Leader, and all enquiries should be directed to the Team Leader.
- If you have any concerns or queries, you should speak to the Welcoming Team Leader that you serve with on any given Sunday.
- If you are not able to serve on a particular Sunday and it is more than a week away, please use functions in Elvanto to request someone to swap with you. If the date you are due to serve is less than a week away please message in the welcoming Whatsapp group asking someone to swap with you.
- Outside of that, you should speak to the Welcoming Department Leader, Chantelle York. Her contact details can be found in Elvanto.

Updated: September 2025