

# STEWARD ROLE DESCRIPTION

## 1 INTRODUCTION

A Service Steward helps make our services as welcoming as possible. This includes greeting at the door, but a Steward might take initiative to do lots of other things (e.g. cleaning up a mess) to help make people welcome.

<b>Role Type</b>	Connect Role
<b>Ministry Team</b>	Sunday Service Team
<b>Supervisor</b>	Church Wardens
<b>Training</b>	Safe Ministry Training Paired with Experienced Person

## 2 QUALIFICATIONS

<b>Convictions</b>	<a href="#"><i>Jerusalem Declaration</i></a>
<b>Character</b>	<a href="#"><i>Faithfulness in Service</i></a>
<b>Competence</b>	Friendly and Helpful.

## 3 RESPONSIBILITIES

- 3.1 On the Sunday you're serving in this role, arrive at least 20 minutes before the service begins.
- 3.2 Check that Church Building and Ministry Centre (including restroom) are presentable and accessible.
- 3.3 15 minutes before the service begins, attend the church building door. This will involve:
  - Warmly greeting service attenders and assisting them as necessary (e.g. showing to a seat);
  - Introducing newcomers to a member who can look after them (less of a priority with tourists);
  - Offering service attenders a church Bible to use (and media like newsletters when applicable).
- 3.4 At the beginning of the service, close the western door and open the northern door (for latecomer entry).
- 3.5 Continue attending the door until church news time (and returning to the door if anyone arrives even later).
- 3.6 During the church news, count adults (16+) and children (<16) on site, recording figures on the pad provided.
- 3.7 After the service, ensure that newcomers are continuing to be welcomed by church members.
- 3.8 After the service, if newcomers are being welcomed, assist with tidying church building for the next service.

## 4 NOTES

- Newcomers who live in or are moving to Broome are a high priority. A big reason we try to have two Stewards is so that one of them can help a newcomer 'settle in' while the other remains at the door.
- Try to keep the entrance clear (e.g. avoid long conversations and encourage people to go inside).
- If you are serving at the earlier (AM) service, please put the bollard in the parking spot near the northern gate. If you are serving at the later (PM) service, please bring this bollard back on site.
- If you're physically able and have time, you may want to help with set-up / pack up of café tables.

## 5 RESOURCES

[Rick Lewers, 'The Ministry of Welcoming', \*The Briefing\* #108](#)