

**Hempfield United Methodist Church**  
**Mission: To Know Jesus and Make Him Known**  
**Ministry Description Form**

<b>Ministry Title:</b>	Host Ministry Team
<b>Ministry Category:</b>	Welcoming
<b>Ministry Vision Statement:</b>	"To Welcome People to God's House and Make Them Feel Part of His Family"
<b>Purpose of Ministry:</b>	<ul style="list-style-type: none"> <li>➤ Help prepare those in attendance for a meaningful worship experience</li> <li>➤ Provide a relationship connection point on Sunday mornings</li> <li>➤ Welcome guests and members</li> <li>➤ Maintain a visible presence to answer questions</li> </ul>
<b>How This Position Fulfills This Ministry Purpose:</b>	Team members "live out" the vision and purpose by modeling 1 Peter 4: 9, 10 - "Offer hospitality to one another without grumbling. Each one should use whatever gifts he has received to serve others, faithfully administering God's grace and its various forms"
<b>Qualifications For This Position:</b>	<ol style="list-style-type: none"> <li>1. Have a personal relationship with Jesus Christ as Lord and Savior</li> <li>2. Exhibit the qualities of a true servant: <ul style="list-style-type: none"> <li>➤ <b>Calling:</b> be led by God to serve and a Host Ministry. Be willing to care for those serving on your team</li> <li>➤ <b>Commitment:</b> serve faithfully each Sunday. Approach the tasks dependably, reverently and prayerfully</li> <li>➤ <b>Character:</b> model the unconditional love of Christ to all</li> </ul> </li> </ol>
<b>Ministry Passion / Call:</b>	Demonstrate a strong desire to welcome the people God brings to HUMC
<b>Spiritual gifts Most Helpful To Fulfill Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Service</li> <li>➤ Hospitality</li> <li>➤ Helps</li> <li>➤ Love for All God's People</li> </ul>
<b>Team Member "Presence" Guidelines:</b>	Well groomed with clean and pressed clothes Purple or solid white shirt with name tag & lanyard Pants, skirt or appropriate jeans No shorts, "baggies" or flip flops

<b>Specific Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Faithfully attend all worship services on the team schedule</li> <li>2. If unable to attend, invite a replacement and notify your team leader</li> <li>3. Comply with the Host Ministry "Presence" guidelines</li> <li>4. Attend and contribute to all Host Ministry team training meetings</li> <li>5. Keep the Host Ministry and your team held up in prayer</li> <li>6. <b><u>Before the Service:</u></b> <ol style="list-style-type: none"> <li>a. Arrive 30 minutes prior to the start of service for team meeting</li> <li>b. Take your assigned position 15 minutes before service and greet guests and members warmly</li> <li>c. Handout bulletins and other documents</li> <li>d. Assist in finding seating and those with special needs</li> <li>e. Answer any questions</li> <li>f. Collect blue prayer cards and give them to team leader</li> </ol> </li> <li>7. <b><u>During the Service:</u></b> <ol style="list-style-type: none"> <li>a. Meet outside the center sanctuary doors and receive offering plates. Take offering</li> <li>b. Provide an accurate count of those in your section to the team leader</li> <li>c. Serve Communion as scheduled</li> </ol> </li> <li>8. <b><u>After the Service</u></b> <ol style="list-style-type: none"> <li>a. Go to your assigned position to greet people as they leave the sanctuary or help clean up the pews</li> </ol> </li> </ol>
<b>Length of Commitment</b>	One year: July 1 - June 30
<b>Time Investment:</b>	Four (4) months of service on Sunday mornings throughout the year Two (2) hours of service each Sunday and assist special services as requested
<b>Training Provided:</b>	Host Ministry Orientation – new members "shadow" a team member Ongoing training provided during Host Ministry Team meetings
<b>Responsible to:</b>	Host Ministry Leadership Team – Gregg Maberry - Team Leader – 898-0208
<b>Hempfield Church Contact Person:</b>	Julie Welles 285-5156 Extension 291 jwelles@humc.ws

### 2008 – 2009 Host Ministry Team Schedule

Month	Team # 1	Team # 2	Team # 3
July '08		X	
August			X
September	X		
October		X	
November			X
December	X		
January '09		X	
February			X
March	X		
April		X	
May			X
June	X		

