



## Deacon/Deaconess of Hospitality

The purpose of this role is to oversee the receipt and assimilation of guests.

The responsibilities for this role would include but not be limited to:

- a) The creation and distribution of welcome packets.
- b) The gathering of information from first-time guests.
- c) Introducing people to the church directory.
- d) Maintaining the church directory
- e) Overseeing the welcome table.

Notes:

1. The qualifications for and the general responsibilities of a deacon/deaconess are conveyed in the constitution along with the nomination, election and tenure.
2. This role will need to submit a proposed budget to the treasurer no later than one month prior to when the next church budget is to take effect for any desired funding.
3. This role and any associated team will be accountable to the elders, who are available for guidance and direction as needed.