

DREAM TEAM WELCOME TEAM DIRECTOR

DIRECTOR QUALIFICATIONS

- > Has completed First Steps and Advance Courses
- > Has signed a Ministry Commitment Form
- > Is committed to and faithfully attending a Small Group
- > Is faithful in paying tithes and offerings
- > Is committed to the Vision of the church by:
 - Attending Sunday services on a regular basis and communicating with the Dream Team Directors when you plan to be absent
 - Attending major church events (Communion, special services, First Sundays, etc.)
 - Speaking positively about the leadership and overall vision of the church.
 - Works with the Dream Team Directors to continually improve your ministry.

DIRECTOR EXPECTATIONS

- > Effectively plans a dynamic ministry program for the year of 2023 which will include the following:
 - Important dates (orientations, trainings, meetings, socials [if applicable], etc.)
 - An expressed and articulated vision/mission for your ministry (goal setting and growth mindset)
 - Provides experience for guests and congregants to feel comfortable and worshipful and hopeful
 - Within one week, the Welcome Team Director should contact all new DT applicants by telephone or in-person to welcome them to your team and to provide an overview of their ministry. The new DT applicant should begin serving no later than the following month.
 - Schedule monthly brief team huddle with all staff to address any questions, comments, or concerns or to relay new information
 - Regular check-ins with DT Directors for support and growth
- > Attends weekly Sunday prayer at 9:45am as well as the Dream Team Huddle at 10:15am
- > Makes himself/herself available to ministry team members to offer support, coverage and resources as needed
- > Working with DT Directors, plans a monthly rotation schedule for members to serve – include everyone that is approved
- > Attends leadership meetings as requested by DT Directors, Pastor, or church leadership.

PLANNING GUIDELINES

- > **Submit all 2023 dates to Sis. Nicole no later than December 4th, 2022.** All dates will be approved on a first-come/first serve basis.
 - Include all dates for the entire year of 2023 (January-December).
- > Review the online DT Application (www.hpachurch.com) to ensure that your positions are still accurate. If changes are needed submit to the DT Directors.
 - Unless a team member expresses their desire to resign, we are going to assume that all current members will continue to serve in the positions they have already signed up for.

- > If applicable, submit a line-item budget for the year of 2023. The budget and expenses must be approved first before reimbursements will be given.

SPECIFIC MINISTRY EXPECTATIONS

The following items listed below are specific expectations for your ministry program: *WELCOME TEAM*.

- > Prepare dynamic 'Welcome Team' program for every Sunday. Ensure that every guest and member have an accommodating, enriching experience
- > Adhere to Welcome Team training guide, policies, and procedures, and adequately train staff to do the same
- > Schedule teams of 2 Parking Attendants, 2 Greeters, 2 GSR, and 1 Usher to ensure a structured, welcoming Celebration Service