

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

GOAL OF A
CHURCH LIKE
ANTIOCH

To reach the world from Antioch
with the full gospel through
sending teams to plant churches

Go back to Antioch and plant
churches in the footsteps of Paul

Antioch in Acts in America-
To reach America and the world
as in the book of Acts

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

- d. Appoint, with approval from the pastor, an Outreach Leader. The Outreach Leader has the responsibility of growing the Team. He has the gifts of “mercy” or “evangelism” and enjoys reaching out and contacting people. His main task is to grow the group he is in. He is like the evangelist to the church who is responsible for the outreach ministry in that church. The Outreach Leader is constantly looking for activities and outings where the Team can win new people to the Team.

5. Assign spaces at every service where the Parking Attendants will work—one of the Parking Attendants is to work at the entrance, and another is to position himself at the designated visitors’ parking spaces. When needed, a third or fourth Attendant may be required to guide the traffic between these two points.

6. Assign Greeters at each door: See “rule of thumb” in Greeter section.

7. Listen to complaints from within the Team. Make every effort to maintain unity within the group. If a matter is larger than you feel you can/should handle, encourage the person with the complaint to take the matter to the pastor or offer to go with the person to the pastor.

TEAM ONE:
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VISION

Antioch in Acts in America

A large lay center church like
Antioch sending their pastor and
Teams to start reproducing
churches in America and around
the world

TEAM ONE:
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8. Be a leader that the group trusts and is comfortable with. Be a leader that leads with love and caring, not like a drill sergeant in the army.
9. Keep all confidences. Help your Team engage in spiritual warfare. Remember the Enemy wants to keep them from maturing and using their spiritual gifts.
10. Give the Trainer a minimum of 24 hours notice if you cannot make it to service due to illness.
11. Make sure the Trainer is familiar with your job description in the event he/she needs to fill in for you.
12. Have a fill-in for the Trainer in the event he/she cannot make it to service.
13. Have fill-in Parking Lot Attendants and Greeters that you can call to replace absentees (these should be those Parking Lot Attendants in training).

TEAM ONE:
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MISSION

To keep Christianity alive in
America

To start churches like Antioch all
over America and around the world
with our

full gospel message (like those
cities mentioned in Acts)

To change our world for Christ

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

JOB DESCRIPTION: TEAM ONE TRAINER

Principle Function: Provide leadership for Team one as well as train and recruit new members for the Team.

The following are additional duties for the Trainer of the Team.

Spiritual Gift:

Teaching. Gifts of Encouragement or Administration would also be helpful

Responsible to:

Team One Administrator

Arrival Time:

Arrive 45 minutes before service to walk new trainees through their job duties. Be in your designated position 30 minutes prior to service and remain there until 15 minutes after the service has begun or until the job is complete.

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so he/she can take over this responsibility.

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

TRAINING
FOR TEAM
ONE

PARKING
ATTENDANTS &
GREETERS

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

Responsibilities:

The Trainer's responsibility is to teach whatever Team One needs to learn. Again, the secret of success in this leadership model is that the Trainer just does what a teacher loves to do and that is teaching. Obviously the teacher should have the gift of teaching.

1. Oversee training all positions in Team One.
2. Perform all duties of either the Parking Lot Attendeer or Greeter if needed.
3. Maintain a good knowledge of the job descriptions for both the Greeters and Parking Lot Attendees so that you are ready to train a new person at any time.
4. Walk new Greeters and Parking Lot Attendees through their duties 45 minutes before each service for the first four weeks so that they are ready to perform tasks which begin 30 minutes before service. After that, be available and approachable for any questions and/or concerns they may have.
5. Plan on spending one-on-one time with new trainees, preferable on the job.

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

VISION FOR
FRONT DOOR
MINISTRY TEAM:

To provide the love, acceptance,
friendliness and compassion of
Christ to the stranger and all those
who come through the doors of our
church

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

6. Pay close attention to the pastor when he is training you. Remember you are responsible for training new people to carry out their job or duties the way the *pastor* wants it done, not how you think it should be done.
7. Give the Administrator a minimum of 24 hours notice if you cannot make it to service due to illness.
8. Maintain an understanding of the Administrator's duties so that you can fill in, if the Administrator calls in sick.

TEAM ONE:
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Matthew 18:12-14

“What do you think? If a man owns a hundred sheep, and one of them wanders away, *will he not leave the ninety-nine on the hills and go to look for the one that wandered off?* And if he finds it, I tell you the truth, he is *happier about that one* sheep than about the ninety-nine that did not wander off.

In the same way your Father in heaven is not willing that any of these little ones should be lost.”

(emphasis mine)

TEAM ONE:
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**JOB DESCRIPTION: PARKING LOT
ATTENDANT (2 people needed)**

Principle Function: The Parking Lot Attendant is to seek out visitors. He is to greet the visitors in the parking lot and direct them to “designated” parking spaces. In some respect, he is more important than the pastor since he will be the very first impression of the church to the visitor. He is like the father of the prodigal son welcoming him home. He is the first glimpse of “Christ” the visitor receives from your church.

Spiritual Gifts:

Encouragement

Responsible To:

Team One Administrator

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility.

Arrival Time:

30 minutes before service begins and remain at his/her station until 10-15 minutes after service begins or until cars cease entering the parking lot.

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A growing church is the church that seeks out the one lost sheep and gives preferential treatments to this one lost sheep—Parking Attendants and Greeters at door, along with the reception by church family, preferential seating in pews (aisle seats and back row), etc., all show this preferential treatment.

TEAM ONE:
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Responsibilities:

1. Check the local weather forecast and come prepared to be outside for 30-45 minutes (i.e. wear heavy coat, scarf, rain gear, etc.) People believe you care when you are out in the rain and snow.
2. Check in with the Administrator to find out if he is to be at the parking lot entrance or visitors' parking area.
3. Obtain a two-way radio and the yellow parking vest (these are to be worn for protection and to give authority to the parking Attendant so that he can control the traffic) from the Team One Secretary.
4. If it is raining, check out the large umbrellas from the Secretary.
5. The Attendant at the parking lot entrance is to look for a new person or family whom he does not recognize and direct them to the parking places saved for the visitors near the "visitors' door" of the church.
6. Once the entrance Attendant has directed a visiting family, he is to radio over to his partner and tell him the visitor's name and vehicle description to let him know that they are heading his direction.

TEAM ONE:
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**JOB DESCRIPTION: TEAM ONE
ADMINISTRATOR**

Principle Function: Provides leadership and administration to the Team.

The following are additional duties for the Administrator of the Team.

Spiritual Gift:

Administration and, if possible, the secondary gift of Encouragement

Responsible to:

Pastor

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility.

Arrival Time:

Be in your designated position 30 minutes prior to service and remain there until 15 minutes after the service has begun or until the job is complete.

TEAM ONE:
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7. The Attendant located at the reserved visitor's parking area will look for the vehicle described and wave them over. Once they notice him, he should move the reserve cone out of the parking space and allow the car to park. He should then open the door and escort or direct the family to the Greeters at the front door ("visitor's door").
8. He is to park them in a comfortable spot, keeping in mind that visitors like to be inconspicuous, and being mindful of their needs. Reserved visitors signs should be avoided in churches with less than 500 attendees. Instead, use cones to mark off the reserved spaces.
9. He is to be the first one to help them feel accepted by shaking their hands or by giving them the appropriate greeting.

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

Responsibilities:

1. Oversee all positions in Team One.
2. Perform all duties of either the Parking Lot Attendant or Greeter, if needed.
3. Have the Secretary of Team One check all necessary equipment to make sure it is in good working order and have it available to Greeters and Parking Lot Attendees (i.e. umbrellas, parking cones and two-way radios).
4. Appoint, with the approval of the pastor, a person having the secondary appropriate gifts from the members of Team One:
 - d. Appoint a Secretary/Treasurer, approved by the pastor, to oversee all of the recording and to assist the Administrator take care of all the “nuts and bolts” of Team Two. They should score high in the gifts of “helps and service.”

The Secretary/Treasurer in the small group has the gift of “helps and service” and does what most secretaries normally do. He/She keeps the role of those who are present and or absent, makes sure that the information on each participant is current: name address phone number, birth date, giftings, etc. The Secretary’s role is to make sure the material is present for the Team, recorded, and packed away afterward.

TEAM ONE:
PARKING ATTENDANTS AND GREETERS

JOB DESCRIPTION: GREETERS
(8 People needed)

Principle Function: The Greeter should be an outgoing, accepting person, or someone with what is known as the spiritual gift of “encouragement.” They will be the second step in making the visitor feel at home and loved. The Greeter is a very important person in the church. His job is to make people feel welcome.

Spiritual Gifts:

Encouragement

Responsible To:

Front Door Team Administrator

Estimated Time Commitment:

It normally takes four months to train, however it could be less if all agree. The first four months are designed for you to be in training; the second four-month period is for you to do the task while seeking someone to be trained so they can take over this responsibility.

Arrival Time:

Arrive 30 minutes before service starts and remain at the doors until 10-15 minutes after service begins.

TEAM ONE:
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If photocopies are needed, the Secretary's job is to make sure the copies are made. Having the gifts of helps and service makes the Secretary enjoy this type of work.

He/She is responsible all funds used by the Team, keeping the records of who gave what amount, and the total amount of funds used, etc. (At our church the treasurer was responsible for reporting this to the main church treasurer. We found it easier to have one central treasurer system than each department having its own banking account. If items need to be purchased the treasurer is normally the one responsible for obtaining a check and possibly purchasing what is requested).

- e. Appoint, with approval of the pastor, a Pastoral Care person (Group Leader).

Each Team in the church needs to have its own Pastoral Care in place. Each group needs to learn to take care of each other. The best person to make sure this happens would be the person with the "gift of Encouragement" or one who is called to be a "pastor." This is the type of person that enjoys counseling, encouraging people on the phone, and often goes to visit people when they feel like they need to have a chat.

TEAM ONE:
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Responsibilities:

1. Meet with the Administrator before going to your normal assigned door to find out who will be inside the door and who will be outside.
2. Come to church prepared to be posted outside the door each Sunday in case you need to fill in for someone (i.e. warm coat and gloves for cold weather or raincoat/umbrella for rainy weather).
3. Plan to be at the “visitor’s door” where you will greet the visitors as they come in.
4. Smile and offer the love of Christ by being warm, welcome, and friendly to those who enter the door.
5. Stay at the same door from week to week in order to make the visitors feel comfortable, as visitors tend to use the same door. It is acceptable to rotate Greeters between inside and outside at the same door. Such rotation should be approved by the Administrator. If a replacement is needed, the new person should be there one month before needed.
6. Determine if the person coming in is a regular attendee or a guest.

TEAM ONE: PARKING ATTENDANTS AND GREETERS

This position is very important in the group. It takes a big load off the Pastoral Care responsibility of the administration and pastor. The Group Leader with the gift of Encouragement or Pastoral Care giftings enjoys this type of ministry immensely. He feels like it is his ministry to the body of Christ. The church needs “Group Leaders.”

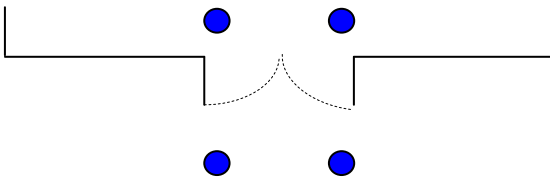
The main responsibility of the Group Leader is to telephone those in his Team. There should never be less than four to call each week; if they get as many as 13 to 14, a new Group Leader should be found to help them. On average, a Group Leader should have about seven people each week to call. When he telephones, it is extremely important that he does not act as a “watch dog.” The phone call is simply to pray for the person he are phoning, not to question them as to why they did nor did not attend the meeting. No one likes the “watch dog;” everyone enjoys a prayer partner.

The Pastoral Care person needs to telephone his Team people each week and say something like this: “Hi, this is your prayer partner, last week we were praying about your mom, how is she doing? What would you like me to pray about this week?”

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7. It is imperative that Greeters deliberately seek out and greet people they do not recognize. They must not take too much time talking to friends and allow visitors to go unnoticed and unappreciated. Remember the parable of the lost sheep and how the Shepherd left the 99 to seek out the one. This is the Greeters job: seeking out and finding and making comfortable the lost sheep.
8. After greeting the visitor, they should introduce them to the Shuttler.
9. Keep two Greeters on each side of exit doors (i.e. four Greeters per door—two inside and two outside).
10. Greet the people and open the doors.

RULE OF THUMB: for every set of doors, four Greeters are required—2 inside and 2 outside.



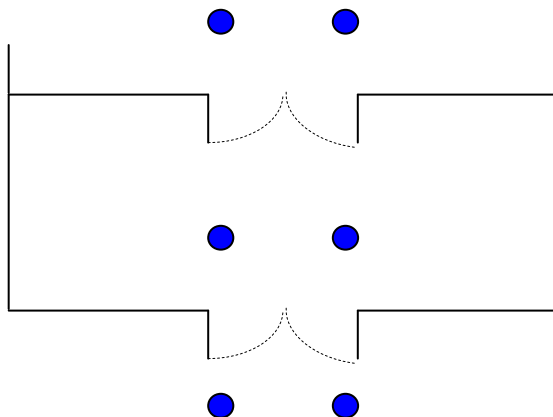
TEAM ONE:
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I have found that when the Group Leaders call and pray for their group, individuals that were not there for one reason or another will typically volunteer why they were not there without the Group Leader even asking. Many times they will also volunteer that they were not planning to be there the following week for whatever reason. So, Group Leaders become very important ingredients in knowing the attendance and commitment of the people in the Team. Group leaders must also know how to keep confidentiality. They cannot share what has been told to them in confidence, not even to the pastor. To do so would violate that confidence and destroy the entire Pastoral Care program in the church. If they do hear something that troubles them and they feel the pastor should know about it, they need to encourage the individual to go and share it with the pastor. They might even agree to go with them. Whatever the circumstance, it is imperative that Pastoral Care people are not gossipers and slanderers. The Bible says God hates gossipers and slanderers (Proverbs 6:16-19).

- f. Appoint, with approval of the pastor, a fellowship coordinator.

TEAM ONE: PARKING ATTENDANTS AND GREETERS

If there are double doors leading into both the church and the sanctuary, six Greeters are required—two outside, two in the foyer, and two in the sanctuary.



TEAM ONE: PARKING ATTENDANTS AND GREETERS

The Fellowship Coordinator is responsible for making sure there are refreshments at every activity. It is not the job of the Fellowship Coordinator to always purchase these refreshments but he/she is responsible for making sure someone is bringing these refreshments.

The Fellowship Coordinator is also responsible for icebreakers, fun and games in the group meetings. Every time the group gets together, it ought to be fun. There must be food, fun activities, and fellowship. Christians have been known for this from their very inception in Acts 2:46. The Fellowship Coordinators must be careful that the icebreakers or the games they choose are not brainteasers that might show off a person's intelligence or lack thereof.

The Fellowship Coordinator must make sure there is a time for Team prayer and ministry especially, during the meeting and training times. The Fellowship Coordinator should have the gift of "prophecy," but this is one area where the gifting may not be so important and any person needing a position or needing to be tied in could be given this role.

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If there are two sets of double doors leading into the sanctuary, 12 Greeters are required—4 outside, 4 in the foyer, and 4 by the sanctuary doors.

