

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

Title Welcome Committee	Policy Number 026	Page: 1 Of: 2
Yearly Elected Committee Members	Date of Review/Revision: 10/30/2017	Level of Revision: 3

### I. Purpose

To welcome members and visitors entering the Church on Sunday morning between 9:15 and 10:00 AM or any other time that the committee sees it as appropriate.

### II. Definitions

The Welcome Committee – members of Flat Springs Baptist Church selected by the Nominating Committee and approved by the Church membership.

### III. Procedure

Committee members to serve from September 1 through August 31 of each church year.

The committee chairman will assign each member dates of coverage. It is up to each member to make arrangements for a substitute to cover his/her scheduled time, if needed. Each member will wear his/her name badge.

### IV. Responsibilities

- A. Greet all persons entering the Church on Sunday morning between 9:15 and 10:00 AM at both marquees and front door.
- B. Greet all persons entering the Church at any other time the committee feels it is appropriate.
- C. Provide assistance to visitors, to handicapped persons or others needing information finding appropriate classes, make arrangements for children, or provide any other assistance requested or required making members or visitors feel welcome.

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V. Related Documents

VI. Supersedes Document

### Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original 3-14-04	
1	6/9/2013	Welcome Committee
2	12/13/2015	WC – Reviewed & Revised
3	10/30/2017	WC - Reviewed