



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position: Greeter

Job Description: The Greeter Ministry is a crucial ministry within Tuxedo Church. Responsibilities include welcoming and speaking to people as they arrive at church, helping answer basic questions about the church, and directing people to their appropriate destination.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Arrive at scheduled times and be in your position ready to serve.
3. Have a positive and inviting attitude.
4. Be friendly, smile and warmly greet all who come to Tuxedo Church.
5. Please stay focused and eliminate distractions (phones, games, etc.) while serving.
6. Open and hold doors for those entering.
7. If you are unable to serve at your scheduled time, please prepare a substitute for your absence.
8. If you have needs or questions, please take them to our Care Pastor.
9. Help keep our church looking beautiful by keeping the entries, foyer, and hallways clean and neat.
10. Wear provided lanyards while serving.