

ROLE: Tour Guide

ROLE DESCRIPTION: Get to know newcomers by asking questions, providing answers and sharing why we do what we do.

REASON: New guests need an easy, first step to engage and connect to the Calvary community.

REPORTS TO: Tour Guide Captain (First Impressions)

Our Mission: Building relationships, seeing Jesus transform lives.

REQUIREMENTS:

- Application
- Regular attendee
- Training

RESPONSIBILITIES:

1. Check email weekly for important info and updates.
2. Pray for Gods' leading.
3. Wear nametag.
4. Arrive before the Worship Service and locate the sign, pens, and gift bags, so you are ready to go immediately following the service.
5. Be available, up front, as service concludes.
6. Review talking points ahead of time.
7. As service concludes, hold up "10 Minute Tour" sign.
8. Have a paper and pen handy to take notes of people's names, or to record anything you consider necessary.
9. Give tour:
 - a. Remember to engage in conversation.
 - b. Ask questions about them.
 - c. Introduce guests to any staff members available.
10. At end of tour, give out gift bags.
11. Collect "10-Minute Tour Contact Cards":
 - a. (RV) Put cards in Mark Lenz's box in the Main Office.
 - b. (WB) Put cards in mail box labeled "Inter-Office Mail" in office.
12. Check number of gift bags available for the next week. Communicate with Team Captain and Suzie Katusky (suzie.katusky@calvarychurch.us), if there are less than 5 gift bags left.
13. Return nametag.
14. If unable to fulfill your volunteering time, find your own replacement and notify Team Captain.
15. Be on the lookout for additional First Impressions Team volunteers. Invite them to join you. Coordinate with Community Life Director.
16. Recommended attire is nice casual—neat, not sloppy.
17. Time Commitment: 1-2 hours per month.

REWARDS:

1. Satisfaction in having the first conversation with a newcomer about Calvary Church.
2. Help new guests take a first step of involvement at Calvary.
3. Use your gifts to help Calvary accomplish its mission: Building relationships, seeing Jesus transform lives.

RECOMMENDED GIFTS:

- Helps
- Hospitality