

WELCOME COMMITTEE JOB DESCRIPTION

Purpose: To provide a welcoming environment during the season at the Monteagle Sunday School Assembly.

Interactions: Program/Platform Committee, Warren Chapel Committee, Housing Office, General Manager, President.

Responsibilities:

1. Consider ways to welcome speakers, new members, renters, and visitors to the Assembly including Winfield Porch, chapel porch, or mall informal receptions.
2. Consider a buddy system or mentors for first time renters.
3. Provide information to visitors and try to encourage communication between groups, such as urging parents new to the Assembly to attend the weekly parent meetings.
4. Remember office and gate staff and crew at various times during the year.
5. Organize volunteers to accomplish the above.
6. Provide inserts for *Mountain Voices* when appropriate.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.