

Welcome and Hospitality Ministry Charter

Revised April 2021

Vision

We are inspired by the call to “serve one another in gladness.” All visitors to Sunnyvale Presbyterian Church will feel genuinely welcomed, included and valued from the moment they step on the campus to the moment they leave and that they leave inspired to come back for more.

Core Values

- We value inclusion and embrace diversity in race, sexuality, gender, class, immigration status, ability and age.
- We value identifying and nurturing the gifts of the volunteers in this ministry.
- We value connection to people, the church and to God.
- We value accommodation and access to all.
- We value creating safe spaces for people to worship and be in Christian fellowship.
- We value collaboration and integration with other ministry teams
- We value nourishing the body and soul of all who come to us.
- We value palpable welcoming experiences.
- We value sharing our faith and fostering spiritual growth of ourselves, and those whose paths we cross.
- We value coordination, cooperation and collaboration and seek to live this out with not only the other ministry team areas of the church, but in the execution of our activities and service.

Responsibilities and Activities

- **Spiritual Growth:** As a ministry team area in SVPC, we are committed to take our walk with God seriously and seek to use our faith to inform, infuse and inspire all that we do.
- **Evangelism:** We commit to incorporating evangelism into our work and play. For us, this means that we share our faith, share a story of how God has transformed our lives, and invite people to learn more about growing

their faith through the various paths in our church (worship, service, small groups, etc.)

- **Collaboration with other ministry teams:** We commit also to work with other ministry teams whenever possible.
- **Volunteer Engagement:** We commit to invite and engage volunteers in the activities and events that are involved in welcoming people to our campus. It is our sincerest desire to make the experience a joyful one and to treat volunteers with love and warmth.

Recurring Activities and Events

The members of the Welcome & Hospitality Ministry Team strive to provide a warm, inviting presence to all those who come onto our campus. We also want to help the SVPC family regularly stay acquainted with each other through logistical support for other church-wide meals and events.

Specific activities in Welcome & Hospitality include

A. Provide a warm, welcoming presence for visitors at each service, before and afterward.

1. Recruiting members of the congregation to actively greet those coming to church.
2. Provide beverages and snacks as needed and arrange the staffing of the coffee half hour after 10 am service as well as clean up time after serving the coffee.
3. Staffing a "Welcome Booth" with trained volunteers on Sundays and at other events throughout the year.
4. Name Tags: provide and maintain the Name Tag Cart and temporary nametags. Provide pronoun pins so that all feel seen and honored no matter how they identify.

B. Providing a large, simple meal in a welcoming atmosphere, as invited, for congregation-wide events. Encouraging congregants to meet new people or become reacquainted.

1. All Church gathering during Advent
2. All Church Picnic in October.
3. Fund community dinners after the Intersections service.
4. Fund occasional brunches after the Early Light service.
5. All-Church special events i.e. Welcome or goodbye to key staff, major

church anniversaries

E. Partnering with other ministry areas or staff, as invited, to assist with welcome & hospitality for large events.

1. Bonfire/Hot Cocoa after Christmas Eve early services
2. VBS, Day 1 or through Day 4
3. PELC first days, two days in September, Monday and Tuesday mornings
4. Trunk or Treat, Saturday evening before Halloween, partner with Children's Ministry.
5. Easter Egg Hunt – partner with Children's Ministry.
6. Fund Choir Concert Receptions and possibly provide a Welcome Table, 2X/year
7. Help Mission Ministry provide hospitality volunteers for Food Packing events,

Calendar Items

Regular meetings of the W & H Ministry Team

W&H meets monthly.

Calendar of All Events for the full program year—this is a separate, living document. See separate calendar document with this information on it.