

Two by Two: A Call for Servants

Mentor. Model. Multiply

A Volunteer Campaign

Volunteer Position Description & Serving Principles and Guidelines

Position Title: Guest Information

Ministry Area: Connections

Team Leader: Bethany Dissmore

Contact Info: (484) 363 - 9175, bethanyjlight@outlook.com

Position Purpose

The purpose of the Guest Information role is to create a welcoming and engaging environment for all visitors and newcomers to The Gathering. This position exists to ensure that every guest feels seen, valued, and connected from the moment they arrive. Through hospitality, intentional follow-up, and coordination with other ministries, Guest Information helps foster a sense of belonging from the individual's first encounter.

Key Scripture for This Position

Matthew 20:26 - 28, "“But whoever would be great among you must be your servant, and whoever would be first among you must be your slave, even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”

Time Commitment

• Arrival Time:

0915 - First Service: Arrive at 08:30

1100 - Second Service: Arrive at 10:30

• Serving Time:

0915 - First Service: 08:45 - 9:30 ; 10:00 - 10:30

1100 - Second Service: 10:30 - 11:15 ; 12:00 - 12:30

• Frequency: As often as the individual prefers

Primary Responsibilities

1. Information & Engagement: Offer information about church services, ministries available, and next steps (Welcome to The Gathering / Essentials). Answer questions and connect guests with appropriate staff and/or volunteers.
2. Follow - Up & Communication: Collect guest contact information via the connect card. Distribute welcome material: a gift bag per family. Once a completed connect card has been submitted, take a picture and send to Bethany Dissmore (contact info found above), then place connect card on Pastor Matt's desk.
3. Replace Connect Cards and Pens in Seat Back Pockets

Tools and Technologies Used

• Planning Center • Church Center

Serving Principles and Guidelines

- Serve with humility, grace, and a servant's heart.
- Be present and prepared for your area of service as assigned.
- Work in harmony with your team and leaders.
- Represent Christ in your attitude, speech, and actions.
- Follow any ministry-specific instructions provided by your leader
- Pray for those you serve and for your fellow volunteers.
- Encourage and build up your team members.
- Seek opportunities to mentor and be mentored.

Training & Support

- Initial orientation with: [Bethany Dissmore](#)
- Ongoing mentoring provided by: [Bethany Dissmore](#)
- Shadowing opportunity available: [Yes](#)

Two by Two Principle in Action

- Mentor – You will be paired with or mentored
- Model – You will observe and serve alongside your mentor before taking the lead.
- Multiply – After training, you will help train and encourage a new volunteer.

Acknowledgment

I understand my volunteer position and commit to serve faithfully.

Volunteer Signature: _____ Date: _____

Leader Signature: _____ Date: _____