

# INFORMATION CENTER TEAM CAPTAIN SERVICE RESPONSIBILITIES

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*Captain should be a church member or in process  
And agree to a two year commitment*

- Display enthusiasm, positive attitude, energy and Christ-like spirit to lead a team of volunteers to warmly serve others –Value your volunteers.
- Stress the kind of service that will “lead people into a growing relationship with Jesus Christ”.
- Be consistent and on time. Make leading the Information Center Team a priority
- Be informed and supportive of correct procedures and encourage your team members to follow the standards of service. Be attuned to their service and ability to correctly answer questions.
- Choose Co-Captains with the same qualifications as above.
- Welcome new members and tell them to take a tour, shadow experienced volunteers and be available to help them assimilate into the team.
- Communicate with your team members a minimum of twice a month via mail, e-mail or phone. Convey your appreciation of them.
- Enlist others on your team to help you with communication, prayer and care of the team members.
- Commit to attend Captains/Co-Captains meetings and make sure your team members have attended a training session.
- Develop new apprentices within the team as future Host leaders & encourage members to recruit other qualified volunteers.
- Encourage team members to be involved in a small group.
- Be accountable and responsible for your position to your God, your church and your team members.
- Record attendance weekly.

Other needs:

Recognize birthdays of your team members

Call when they don't show

Ask for Prayer and Praises from your team before leaving on Sunday so you can pray for them.

