

## **Nailsworth Quaker Meeting Role Description**

### **Door keeping (coordinator)**

How many:	One coordinator, a number of door keepers
What they do:	Produce and maintain door-keeping rota for Meetings for Worship at NQMH and make sure that door-keepers understand what is expected of them.
When they do it:	Rota to be completed on a regular basis, suggested every two months.
Why they do it:	To ensure there is someone to welcome everyone to meeting, especially newcomers, visitors, families and occasional attenders.
Resources:	This role is held within Overseers of Nailsworth Meeting.  Volunteers for door-keeping are sought from all Meetings for Worship, and Nominations Committee will also help to find door-keepers.
Budget:	There is no budget for this role.
Liaison with:	Overseers.
Appointed by:	Nailsworth Quaker Meeting

#### Expanded description:

##### Duties of the door-keepers:

- To welcome everyone coming to Meetings for Worship.
- To be in place at least 10 minutes before the start of the Meeting to provide a friendly welcome to all those attending meeting.
- To ensure any new visitor is made welcome and introduced to an Elder, Clerk or Overseer.
- To show first time visitors appropriate leaflets.
- To introduce anyone new with a child to a Children and Young People's Helper.
- To remain on door until 5 minutes after the start of the Meeting, indicating to latecomers that MfW has begun.
- To help maintain a quiet atmosphere in the library area as soon as the first person enters the Meeting Room.
- To encourage people to enter the room before the start of meeting and to make sure the library area is kept quiet.