

Greeter Ministry Guidelines (Updated February 16, 2010)

Thank you for your willingness to participate in this hospitality ministry. We only have one chance to make a positive first impression. One statistic indicates that visitors make their decision about whether to return for a second visit in their first 7 minutes at church, and the timer begins in the parking lot. Greeting is vitally important! **If you are unable to serve on an assigned date, please exchange dates with another person on the schedule.**

___ Plan to be on duty 30 minutes before the service.

___ Secure and wear your greeter's lapel pin.

___ Locate your greeting partner and decide who will stand outside the sanctuary door and who will stand at the rear door of the church to greet visitors and direct them into the sanctuary.

___ Warmly greet everyone who enters the church. Make eye contact. Offer assistance and directions. Help everyone feel welcomed and comfortable.

___ If you encounter visitors who have young children with them, let them know that the church provides childcare in the nursery for children from birth to six years of age. Please note: In early 2010 we are experimenting with having Children's Sunday School during worship (after the Moment with the Children). Please let parents who inquire about programming for their elementary age children know that their children may go to Sunday School for most of the worship service.

___ When the bells ring to indicate the start of the worship service, return your lapel pin to the ushers' closet in the sanctuary and be seated.

___ Make an effort to speak with visitors after the worship service, as well.

___ Remember that greeting is a very important hospitality ministry of our church.

If you have questions about your responsibilities, please contact the Greeting and Ushering Team lead, Dale Pennell, at 303-7762.