

INSTRUCTIONS FOR GREETERS



"You are welcome here."

SCHEDULING INSTRUCTIONS FOR ALL WORSHIP ASSISTANTS

You will receive an email reminder during the week before you are scheduled to serve.

If you are unable to serve on your assigned date, first try to trade places with someone who also serves in the same way you do. Look over the Worship Assistant schedule and see if there is someone with whom you can trade Sundays. If you succeed, please notify the church office of the change. If you are not able to find someone with whom to trade, call the church office (482-3847) to let us know, even if it is early Sunday morning and you only get the answering machine.

Schedule conflicts: As soon as you know you will have a schedule conflict, please call or email Karen Gramacki so she can schedule you on a day that is good for you in the coming month. When two or more members of the same family serve as worship assistants, Karen will usually arrange for them to serve on the same day and service.

1. Please arrive about 10 minutes before the start of the service.
2. Your primary responsibility is to make sure that visitors to our church feel welcome when they arrive.
3. Make sure the kiosk (Welcome Center) is positioned near the front doors of the church (on the parking lot side) and aimed at the parking lot so that visitors will see the Welcome Center when they first walk onto the property. Also make sure that the guest book is open on the kiosk and there is a working pen nearby.
4. Stand near the Welcome Center or inside the doors to the church, but do not help with handing out the bulletins.
5. Welcome those you know (or suspect) are guests. Show them to the Welcome Center and encourage them to sign the guest book and be ready to help with information about the restrooms, nursery, personal P.A. system, children's activity books, children's worship bulletins.
6. When people arrive whom you know, you will quite naturally greet them and make them feel welcome to worship. When people enter who you don't know, don't hesitate to say something like, "Help me remember your name..." or "I know you've probably been a member here for a long time, but I can't seem to remember your name..."
7. After they have left the Welcome Center, and move into the church to meet one of the ushers who will give them a bulletin and direct them to their seats. When the pastor

starts the introduction to the service, you may take your seat.

8. Immediately after the service, go outside and stand to the right of the pastor who gave the sermon. Together with the other pastor (the one who did not preach) you will be the welcoming team. Both pastors will try to acknowledge visitors. As the pastors greet visitors, they will try to introduce them to you. You can then escort them onto the patio. If they have not yet done so, encourage them to sign the guest book. Encourage visitors to join us for a cup of coffee. Look for other members to whom you can introduce visitors. Show them the brochures on the kiosk. The personal greeting you offer is important to members and visitors alike.