

INSTRUCTIONS FOR GREETERS

1. The schedule for all worship assistants appears each month on the church's web page (<http://www.mountcross.com/worship-assistant.html>). You will also receive a reminder email during the week before you are supposed to serve. If you are unable to serve on your assigned date, first try to trade places with someone. Use the schedule on the website to do this. If you succeed, please notify the church office of the change. If you can't 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.
2. Please arrive 10 minutes before the start of the service.
3. Your ***first*** responsibility is to make sure that visitors to our church feel welcome when they arrive. Your ***second*** responsibility is to greet members and friends.
4. 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.
5. Stand near the Welcome Center or inside the doors to the church, but don't help with handing out the bulletins.
6. Welcome those who 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:
 - Rest Rooms
 - Nursery
 - Personal P.A. System
 - Children's activity books
 - Children's worship bulletins
7. 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...*"
8. 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.
9. Immediately after the service, go outside and stand to the right of the pastor. As the pastor greet visitors, he will try to introduce them to you. You can give them one of our gift crosses, encourage them to sign the guest book, show them the brochures on the kiosk, encourage them to join us for a cup of coffee. If possible, look for other members to whom you can introduce visitors.
10. The personal greeting you offer is important to members and visitors alike. Thank you for helping in this important way.