

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.

You can 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. **Check in with the pastor so they will know you are 'on duty.'**

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, the ushers will meet them and greet them and give them a bulletin and direct them to their seats. When you hear the Prelude (1st service) or the Gathering Song (2nd service), you may take your seat.

9. Immediately after the service, go back to the kiosk/welcome center and be ready to give out gifts, have people sign the guest book, answer questions about the church, etc. And if you are able, look for other members to whom you can introduce visitors.

10. We must never underestimate the courage it takes for many people to come to a new church for the first time, to go to church for the first time, or come back to church after a long time away. The personal greeting you offer could make the difference in whether they become and stay connected to the church and God's people. Thank you for helping in this important way.