

## **GREETER GUIDELINES**

We're glad that you have shown interest in getting involved in Greeter Ministry. Please take a few minutes to carefully read the Greeter Guidelines below, and feel free to contact one of the Greeter Coordinators, Dan Berg for the 8:30 a.m. service or Maureen Leurquin for the 10:30 a.m. service, if you have any questions or concerns.

### **I. THE PURPOSE FOR THE GREETER MINISTRY – TO BE THE HANDS AND FEET OF JESUS CHRIST**

A. To Welcome Visitors. First impressions are lasting ones! We want to give a great first impression by welcoming our visitors with friendly and helpful greeters. Don't ask "Are you new?" Instead, say "I don't think I've met you yet, I'm (insert your name)" or you can simply say, "I am so glad to see you today."

B. To Welcome Regular Attendees. We want to let our church family know that we're glad they're here by greeting them with a smile each time they arrive.

C. To Offer Information. Please be prepared to give directions to places such as the restrooms or the nursery and answer basic questions. If you don't know where the Family Restroom (down from the conference room) is or the nursery, please find those rooms before you are scheduled to greet. The nursery is for children ages 0 thru 3 years of age. The Welcome Center is also part of the Greeter Ministry and you can direct someone who is new to the person behind the table if they are looking for more detailed information about the church.

### **II. GREETER MINISTRY DESCRIPTION**

A. Arrive 30 minutes before the service starts and continue greeting for at least five or ten minutes after the service has started.

B. SMILE! Come to church well-rested ready to greet others.

C. Not everyone may want to shake your hand. Shaking hands with every person is not necessary; however, always offer a sincere smile and a verbal greeting.

D. Be prepared to answer basic questions.

E. If you are unable to serve your scheduled service, contact the Greeter Coordinator with the name of your replacement (your replacement must be another scheduled Greeter).

### **III. THE GREETER'S APPEARANCE**

A. Brush your teeth and use mints for fresh breathe.

B. Wash your hands before and after greeting.

C. Wear modest and neat apparel.

D. Wear the red greeter identification tag that is at the Welcome Center.

E. When facing the coat rack area, stand just to the left of that area when greeting.

### **IV. THE GREETER'S ATTITUDE**

A. Be hospitable. Treat people as royalty and honored guests. Be conscious to show equality to everyone. Be friendly and cheerful. Let people know that we're glad they decided to come to church. They may be having problems in their personal life, and your caring attitude will express the love of God to them.

B. Use discretion with members of the opposite sex. If the opposite gender initiates a hug, hug from side to side.

C. Be positive. Our greeters are in the forefront as representatives and the hosts of the church. Be mindful of the things you say and how you say them. Keep opinions to yourself. If you ever have a complaint, go to the Greeter Coordinator. Always show respect for others and for church leadership.

D. Have a servant's heart. Be watchful to acknowledge visitors and welcome each person as they come in. Be careful not to engage in extended conversations with anyone while greeting. You can always tell your friends that you will talk to them after the service. Be careful not to use your position as an opportunity to promote your own interests or business. Serve faithfully!