

Directions for Greeters (Updated Feb. 2012)

ARRIVAL: Please arrive by **10:00 am** for the **10:30 am** worship service.

Wear your **nametag** and **Welcome Badge** (latter is kept with supplies at upstairs Welcome Table)

GREETING: There will usually be **two of you** serving as Greeters. If you have experience doing this, try to help anyone new who is working with you.

- **ONE** of you stands by the **upstairs front entrance**, the **OTHER** by **upstairs side entrance**;
- Extend a **warm greeting of welcome** to all who arrive. Use **names** (yours and theirs) when possible.
- **BOTH** of you can be watching for folks who appear to be **visitors** and **invite these folks to the Welcome Table**. (Front door Greeter – good clue is folks who don't pick up a nametag). There is a walker and wheelchair, if needed, in the two closets beyond the library.

HOW LONG TO STAY AT THE DOORS: Remain at the outside entrance doors for about ten minutes after the service begins.

- When leaving the side entrance door, **check to** be sure that **the side door is NOT closed tightly**, but is held ajar by means of the metal “flap”; otherwise it becomes locked!
- Since you will be late arriving in the sanctuary, please wait at the back of the sanctuary, with any other late-arrivals, until the ushers indicate it is time to be seated or take your seat from one of the side aisles.

AFTER THE SERVICE: If you are going downstairs to fellowship hall please keep watch for any visitors or newcomers and invite them into conversation or to the Visitors Table.

PICKING UP TASK HAS BEEN SWITCHED TO GREETERS

When the sanctuary empties, **pick up any programs left behind in the pews and put them in one of the recycle baskets**, together with any cards or envelopes that have been written on or filled out. Straighten and evenly distribute hymnals. **Return unused Orders of service to the table in the office.**

RETURN YOUR WELCOME BADGE. Place it on the **upstairs** Welcome Table.

THANK YOU FOR TAKING PART IN THIS IMPORTANT WELCOMING EFFORT!

Please feel free to contact us if you have any concerns regarding this process.

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