

# Quick Reference Guide for Greeters



## DOOR GREETERS – With Bulletins

*Summer – be ready 15 minutes before service time.*

*Winter – if there is no snack time, be ready 15 minutes before service time. If there is snack, we ask you be ready at start of snack time.*

- Turn lights on in the foyer if needed. Shut off before leaving.
- Turn fan on in the foyer if needed. Shut off before leaving.
- Adjust foyer thermostat to 70 in the summer, 68 in the winter before service. (check fellowship hall too)
- Return foyer thermostat to 74 in the summer, 65 in the winter after service.
- We ask that Door Greeters stand just at the inside (West) end of the coat area closest to main entrance.
- Open the outside doors for those who are elderly, disabled, etc...
- Welcome those coming in warmly and offer your hand in greeting.
- Ask people their names, including children, if you don't know them.
- Try to use the names as you ask if they are first time visitors.
- First time visitors should be directed to the Welcome Table. If no attendant is there today, please give them a welcome bag/gift and brochure yourself.
  - This should be put together already and in the open area at the right side of the Welcome Table.
- If you are not sure whether someone is here for the first time or not, ask. If the answer is 'No, we've been here before', say something like, "perhaps we have not been introduced. My name is: \_\_\_\_\_."
- Direct people to the nursery, restrooms, classrooms, fellowship hall, etc...
- Let people with smaller children know about children's church and book bags.
- Let them know when service starts. Help Ushers move the crowds into the sanctuary 5 minutes before service time.
- Don't be afraid to let people you have seen before know that you may not remember all of their names, but reassure them that you will keep trying.
- Offer bulletins to adults and teens.
- Help Ushers with offering.
- Make sure lights are off in bathrooms before leaving.

After discussion at the Sept. 1 meeting, it was agreed: We are representatives of Christ to all coming in our doors. Please dress to impress as if God is sending His representative (Jesus Christ) to visit us. This does not mean you need to buy a new wardrobe with a suit and tie or fancy dress, but please keep this in mind when choosing what to wear when you are an Usher – Greeter – or Welcome Table attendant. Let's show others we respect God's house and all people. And remember, all are loved by Christ no matter what they wear.

#### EXIT GREETERS

- These can be either the Entrance Greeters and/or Ushers.
- Again, thank people for coming and try to use their names.
- Offer them a newsletter or any other pertinent information.
- Engage people in conversation.

#### NOTES

- We ask all Greeters and Ushers know where first aid kit, the fire extinguishers, the fan and light switches, the breaker boxes, and the volume knobs are.
- We ask they also know where candle lighters and any other tools for service are.
- If you are unable to come your assigned Sunday, you are responsible to find a replacement.
- If you are unable to stay to return lights and thermostats to their original settings, you are responsible to find someone to do this for you.
- Remember, you represent Jesus as his ambassador and steward.

Thank you very much for volunteering your time.

Agape Ministry Team