

# Serving as a Greeter



*Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it. -Hebrews 13:2*

## **Serving as a Greeter is a privilege**

Greeters play a vital role in welcoming every person who comes into the church. As a greeter, you help our guests

form their first impression of Grace even before the first hymn begins. For more information on how you can become a greeter, contact the church office or Greeter Coordinator. (See contact info below.)

## **Your call to serve as Greeter**

Would you like to become better acquainted with those in your church family?

Serve as a church greeter and experience your church family from a whole new perspective!

## **Greeters' Goals**

- Two members are needed as greeters each Sunday before each service to stand at the main doors to the Narthex
- Provide a warm smile, a handshake, and a friendly welcome to all
- Introduce self and be available for questions
- Provide basic information
- Introduce guests to the Ushers, the Pastor or the Elders, the Greeter Coordinator (Gary Stuhlmiller) or anyone else in the church family

## **Greeters' Responsibilities**

- Arrive 20-25 minutes prior to the start of worship
- One greeter may open the door for each person
- Greet each person with a warm hello
- Introduce self to guests
- Provide basic information: Location of bathrooms, water fountains, coat rack,

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Sunday School classrooms, adult Bible study, fellowship hall, coffee service

- Encourage guests to stay for Sunday School, adult bible study and coffee fellowship
- Encourage guests to sign the guest book
- Greet until after the first hymn so that those who arrive late will be welcomed
- If you cannot serve at your scheduled time, please find a substitute and notify the Greeter Coordinator and the church office.

## Suggestions

These are suggestions, not a list of rules to follow. The overall goal is simply to engage guests in a conversation.

- Consider introducing yourself along the lines of, “I don’t think we’ve met. I’m \_\_\_\_\_.” This is less awkward than assuming someone is a first-time guest when they’re not.
- Do your best to remember names. This makes subsequent encounters and introductions to others more personal.
- Listen carefully. People typically like to answer questions about themselves, which usually makes conversations easier than a one-sided “presentation” by the greeter.
- Introduce guests to others, especially if they share something in common, e.g. being a student, a particular major or profession, being from a particular geographic area, etc. This also lets you move on and greet others.
- If someone asks a question you can’t answer, acknowledge that and try to ask the Pastor or another member of the congregation who may be able to help.

Don’t...

- ...flood guests with too much information.
- ...try to get guests to commit to return.

### ***Greeter Coordinator:***

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