

## Greeter Duties

*“Do not neglect to show hospitality to strangers, for some have entertained angels without knowing it.” Hebrews 13:2*

The Greeters are worship leaders who have the greatest “first impression” impact upon newcomers. What you do and say and how you act toward others will reflect the warmth and caring of this congregation. You are solely a servant to the needs of the newcomers in our community. You are not there to socialize with friends. You greet all people as they arrive with a friendly smile, but your attention is on those you do not recognize as members of this community of faith. Again, you are a worship leader—one whose job begins well before the formal worship and ends after its conclusion.

The following is a list of duties expected of a Greeter:

1. There are two greeters at each service. Arrive early, at least twenty minutes prior to worship. Ask God to guide your work, to give you a cheerful heart and smile, a positive attitude to welcome people into God’s midst today at worship, and a keen eye to spot a potential for ministry to someone in any kind of need.
2. As you make your way into the church building be aware of your surroundings. Is there anything that needs to be straightened up near the front door: trash, tipped over potted plants, etc? Since you’ve arrived early you can begin being a hospitable host by making the entry into the church as attractive as possible.
3. On the little table inside the front doors, there are church brochures, a guest book, name tags and pens. Prepare a Greeter Name tag for yourself stating: Greeter and your name. Although voluntary, invite others to get a name tag. People can be invited to sign the guest book also, but don’t pressure anyone to do either.
4. Stand outside the front doors to greet, weather permitting. • Smile, greet and firmly shake hands with everyone who enters and if they extend a hug, reciprocate. • If you do not recognize a person, introduce yourself; ask their name(s). If you discover that they are visiting, thank them for coming, offer them a church

brochure, invite them to sign the guest book and maybe escort them to the ushers for a bulletin. You could introduce them to the ushers also. • Be aware of facility or program concerns for newcomers: bathrooms, nursery, children's classes, drinking fountain, etc.

5. Help the ushers with the offering. Walk up the center isle with the ushers, and take the outside isles to assist.

Make a mental note of visitor's names so you can greet them again if you see them after the service and maybe introduce them to others and pastor. If the opportunity arises, ask them if they have any questions. Some people appreciate a lot of attention, while others would rather be on their own. Be sensitive to the person's demeanor and make a judgment call of how to make them feel comfortable.

### A Perspective Worth Remembering

Sociologists suggest that a person will make a choice about a church in the first three to five minutes of arriving at a church. If you think about those minutes most of them will be consumed in our parking lot: finding a spot to park, locating the door, walking into the facility, being greeted or not greeted by others, and making their way into the sanctuary. If that is true, many people will decide to come back to our church based on their experience prior to worship. Your job then is of vital importance. Your ministry will greatly impact people who are coming here and who long to connect their lives to Christ. Yours is a ministry of friendship evangelism and hospitality. Welcome people as you would a guest in your own home. You can and will make a difference.