



## Greeter Roles and Responsibilities

**ROLES:** To provide an environment where people feel welcomed and cared for. The greeters ensure that our guests feel like they belong.

**DRESS CODE:** Please wear a clean shirt and be mindful of any sayings and logos. For example, “I’m with stupid”, Budweiser, Jack Daniels, Big Johnson logo, etc. If you wear shorts, make sure they are appropriate and look nice. Your greeter tag must always be worn and visible.

### **RESPONSIBILITIES:**

*If you cannot fulfill your duty on the Saturday afternoon or Sunday morning you are scheduled to serve, please find a substitute to serve for you in your absence. In addition, please notify Joe or Jenny Loomis (contact Brian if you cannot get a hold of Joe or Jenny) at least 24 hours in advance and let them be aware of the change.*

#### Before service:

- Arrive 20 minutes before the worship service begins (8:40 for the 9:00 AM service and 10:25 for the 10:45 AM service).
  - ✓ For those serving in Amboy on Saturdays, you must arrive at **3:45pm** to assist in the setup of the Jr. High School. You will then need to be ready to perform your greeting duties by 4:40pm.
- Check in with Joe, Jenny, or Brian, pick up your greeter tag, receive any special instructions (if necessary) and pray.
- Begin to greet no later than 15 minutes prior to the start of the worship service.
- Greet guests with a friendly smile and firm handshake or hug (if appropriate).
- Pass out bulletins to each person attending.
- Ensure you have ushers stationed close by you.
  - ✓ When new guest(s) arrive and after you have greeted them, pass them on to an usher so they can escort them.
- Place supply of bulletins on usher table (to be available to ushers for late arrivals) right before you are seated in the worship service.
- Continue to greet until after announcements are completed.
  - ✓ Allow an usher to escort you to a seat.

#### After service:

- Re-connect with the first time guests and ensure they leave feeling welcomed and like they belong.
- Return your greeter tag to Joe, Jenny, or Brian before leaving.