

## Greeter Guidelines

### **Purpose:**

The purpose of a greeter is to welcome people by welcoming everyone to Good Shepherd with a smile and a warm greeting.

### **Accomplished by:**

- Extending a genuine greeting, smile and handshake
- Assisting members and guests
- Being alert to special needs of members and guests

### **Importance:**

"Warmly welcome each other into the church, just as Christ has warmly welcomed you!" Romans 15:7

You have the opportunity to make the largest impact with the smallest action - a smile. Greeters help generate an atmosphere of caring by warmly welcoming each person. You will be helping others feel comfortable and relaxed by creating a friendly, nonthreatening environment.

- We are a key component to the investment that our members have made in their unchurched neighbors, co-workers, friends or family members to attend church.
- Your service creates an ease and comfort in our guests so that they may be more receptive to the Word of God.
- Enthusiasm is contagious - your excitement about Good Shepherd makes a difference to others.

### **Requirements:**

- Attend Greeter Training
- Participate in weekly corporate worship
- Be mobile enough to open doors for others

### **Expectations:**

**Be on time.** Greeter meetings will be held 20 minutes before the worship service and before members and guest arrive. You will receive position assignments and other updates at that time. Pray that God will show you how you can put someone at ease, and ask how He can use you that day each time you serve.

**Clean stations.** It is so important to make sure that the narthex stays clean. Although it is not pleasant, clean up all of the trash that has not made it into the can. Please keep the creamer and unused condiments in the cabinet, not on the floor or countertops.

Be prepared to serve guests at your position 15 minutes prior to worship service.

**Serve when scheduled.** If you realize that you will not be able to serve during the time for which you have already been scheduled, it is your responsibility to notify the church office as soon as possible. Schedules are created in advance, so if you know

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of a conflict with your regularly planned rotation for the upcoming month, please notify the church office in advance.

**Cheerfully** greet people as they come to your station or walk by.

**Smile** and look people in the eye. Just Be Confident!!

**Focus on others** instead of yourself. Limit personal conversations with friends.

**Be watchful** for people who may have questions or special needs.

**Guide** guests to the person that is best equipped to answer specific questions.

**Direct any concerns** or problems to an usher.

**Be familiar** with the other services and ministries that Good Shepherd provides.

**Take pride** in your appearance so that you present a positive and welcoming first impression.

**Wear name badge** and lanyard at all times so you can be easily identified by those needing assistance.

**Embrace** the vision and mission of Good Shepherd.