

# Guidelines for Greeters

Even though every member of the church is by definition a greeter, the day's designated greeters are to be stationed in strategic areas to greet ALL worshipers. **This is an important ministry and a vital part of our congregation's purpose statement to "BOLDLY share God's grace with all."**

**Should you be unable to serve on your assigned Sunday, please find a replacement from the list of other greeters and let the church secretary know early in the week before, so that appropriate changes can be made in the bulletin. If you are unable to find a replacement, please contact Jan Wilde (512-576-2732) or the church office (830-693-2253).**

Greeters should arrive at least 15 minutes before their worship time and should wear their name tag.

## The placement of greeters:

- \* **One in the Commons area**, who will greet those coming in the main entrance and watch for those coming in the Elm Street entrance to the Commons area.
- \* **One at the East door** coming into the narthex.
- \* **One at the South door** coming into the narthex. (This greeter would also greet persons coming up from the fellowship hall.)

## Greeters should:

- \* Greet ALL worshipers with a handshake and warm words of welcome.
- \* **REMEMBER: Being alert to first time visitors is a very important outreach.**
- \* Introduce yourself. Say, "I do not know you" or "I don't believe I have met you" if you are unsure whether or not they are members.
- \* Invite visitors to wear a visitor nametag (in small basket on visitor tables). Show the visitors the direction to the sanctuary.
- \* **Introduce visitors to someone else** with whom they can sit during the service to "show them the ropes."
- \* **Ask visitors to sign the guest book or guest register in the pews.** If they are a first-time visitor, please tell them about the gift bags located in the narthex and commons.
- \* Tell those with children about the nursery and children's bags located by the nursery door.

Please carefully read visitors' body language when greeting, and be aware of when you might be overwhelming them.