**GREETERS**

**JOB DESCRIPTION**

**2016**

Greeters represent the Body of Christ as members and visitors alike approach the church. They are the first experience of the hospitality of the Risen Christ. They provide a welcoming presence for members and are perhaps the first contact with our community of faith that visitors have. In that role, greeters have the responsibility to put visitors at ease, find out their names, assess what they might need and introduce them to one other person.

**Duties prior to the service:**

Arrive early – at least 15 minutes prior to the service. Members often filter in until the start of the service, but most visitors are earlier and appreciate someone to greet them. Locate and wear your name tag. Name tags are located on the twig trees in the gathering space.

If the weather is permissible, STAND OUTSIDE TO GREET PEOPLE as they approach the doors to the church. If you do not recognize a person as a member or regular attendee, shake their hand and ask something like “Have we met?” Or “Have you worshipped with us before?” If you find this is a new person or family, while the other greeter remains to welcome others, familiarize the people with the church facility; direct the visitor to the visitor book on the welcome center and introduce them to a church member in the gathering space. If possible, try to invite the visitors to coffee after the service.

If the weather is too extreme to stand outside, greeters should stand just inside the outer doors of the church. **Avoid standing next to the ushers at the door of the sanctuary.**

**Encourage members to wear their name tags.**

**Duties after the service:**

Notice visitors after the service. Be of assistance introducing them to other people when the opportunity presents itself.

**Most importantly:**

Remember the heart of hospitality in our church is greeting the stranger among us. We are called by God to Love One Another. And being an effective greeter sets the tone for who we are as a community of faith.