

Greeter Duties – 9 am service

Before the Service

The “Greeters Station” consists of the kitchen counter and 3 drawers underneath the counter. The desk for the guest book is always set up on the counter; everything else you need is in the drawers. [The greeter station and kitchen area as a whole should always be spotlessly clean and neat – no coffee cups, trash, etc.](#)

✓	ARRIVAL	20 minutes before service
✓	NAME TAGS	Be sure to wear your own name tag as well as a greeter tag
✓		Open name tag cupboard doors in hallway
✓		Be sure sticky nametags and pens are on the guest book station
✓	CLIPBOARDS	Be sure the clipboards are loaded with guest cards and on the counter
✓	ASSISTED LISTENING DEVICES	Turn on and off to make sure they work
		Extra batteries are in top drawer, rear of drawer
		Turn on the transmitter in the sanctuary. It’s the small, palm-sized device sitting in a cradle on top of all the sound equipment. There’s a little button to turn it on. When the device is on, a small red light illuminates on it. If you fail to turn this on, the headphones receive a local radio station.
✓	COPIES OF THE LIGHT	Make sure a few copies are on the counter – extras are on the big reading racks in the foyer.
✓	GIFT BAGS	In the bottom drawer, place baskets on the back counter and give one to each 1 st -time guest.
✓	CANDLES AND FLOWERS	We try to have NOTHING is on the chest except flowers and candles (the decorations). Purses, coffee cups, books, papers, etc. are simply not permitted.
✓	PRIDE FLAG	Make sure it’s mounted on the big sign on the south side of the church.
✓	GREETER POSTS	Head Greeter by the Greeter Station greeting guests and making sure they sign the guest book, fill out name tags, and a guest card (on the small clip boards. Second greeter by the foyer sanctuary doors. Third greeter, if there is one, by the sanctuary breezeway doors
✓	GUESTS	Be as welcoming as possible, their first five minutes in church usually determines whether guests will return.
		Ask them to sign book, make a nametag, take a copy of the Light and complete a guest card if they wish.
		Ask all visitors if this is their first visit to the church. If so, give them one of the gift bags.
✓	ORDERS OF SERVICE	Ask couples to share an order of service, if they are willing.

		Be sure to hold a few copies of the large order of service so that people that would like one can ask for it (better not to explicitly offer them).
		After the service -- collect orders of service for reuse.
✓	SERVICE WARNING	Five minutes before the service , a greeter should flash the foyer lights 2-3 times to warn folks the service will start soon.
		Two minutes before the service , flash the lights again.
Duties During the Church Service		
✓	SERVICE IN SESSION SIGN	As soon as the service begins, place the " Shhh, In Session " sandwich board sign in the breezeway, but NOT in front of the doors where it would be a hazard for emergency exits.
✓	ATTENDING THE DOORS AFTER THE SERVICE BEGINS	One greeter should stay outside the foyer doors after the service starts for at least 20 minutes to control and guide latecomers and maintain a respectful quiet in the foyer if people are standing around talking. If there is a greeter for the breezeway doors, that greeter should do the same thing and guide late arrivals to the foyer where their entry into the service can be properly timed.
✓	LATE ARRIVALS	Late arrivals should enter the sanctuary only during prelude, hymns, congregational responses, or the affirmation. If a latecomer insists on entering right away, do not stop them from doing so.
		Help them find seats if necessary.
✓	TAKE ATTENDANCE	In the sanctuary only, count adults, guests and children separately; include minister, service associate(s), choir, musicians, etc.
		Record counts in the attendance book (top drawer).
✓	TAKE THE OFFERING	Use baskets in bottom drawer
		Agree before the service which greeter takes which section of the sanctuary.
		Wait for the music to start before taking the collection!
		Leave sanctuary quietly after offering is taken.
✓		Quietly separate and bundle checks and cash and place in the appropriate money bag (top drawer). There's a bag for each service. Loose change can be poured into the bag. Completed visitor's cards can also be placed in the bag.
✓		Zip bag closed, turn the knob and whap it down on top of the zipper slide to lock the bag.
✓		Take bag to the office and slide it through the slot in the door. If the door is open, there is a drop safe in the closet by the copier. Place bag in the safe's drawer and close, making sure bag drops into the safe. It's just like a post office mailbox. Thank you for greeting today.