

Greeter Duties – 9 am service

Before the Service

Thank you for greeting today!

The “Greeters Station” consists of the kitchen counter and 3 drawers underneath the counter. The desk for the visitor cards is always set up on the counter; everything else you need is in the drawers. [The greeter station, buffet chest 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	<ol style="list-style-type: none"> 1. Wear your own name tag as well as a greeter tag 2. Open name tag cupboard doors in hallway 3. Place sticky nametags and pens on the greeter counter 4. Place small offering envelopes on the greeter counter and credenza.
✓	Guest Cards	Place guest cards and pens on the counter desk
✓	Copies of The Light	Place a few copies on the counter – extras are in the big reading racks in the Lobby.
	Gift Bags	In the bottom drawer. Place baskets on the back of counter and give a bag to each 1 st -time guest.
	Hearing Devices	<ol style="list-style-type: none"> 1. Put the basket of hearing assist devices (found in the bottom right drawer of the buffet) on top of the buffet chest. Take one device with you into the Sanctuary to hold up ready to give to anyone who might need it when the announcement of their availability is made. 2. Keep the rest of the buffet chest as tidy as possible.
	Candles and flowers	
✓	Pride flag	Mount the pride flag (found in store room next to Gallery) on the big sign on the south side of the church.
✓	Greeter Posts	<ol style="list-style-type: none"> 1. First Greeter - by the Greeter Station greeting guests and making sure they fill out name tags and a guest card. 2. Second greeter - by the Lobby/Sanctuary doors. If this greeter needs to leave this post, ask a congregant member to “Person the Post” and hand out Orders of Service and the appropriate hymnal(s) until the greeter can return. 3. Third greeter, if there is one, - by the Sanctuary/Breezeway doors.
✓	Guests	<p>Be as welcoming as possible; their first five minutes in church usually determines whether guests will return.</p> <ol style="list-style-type: none"> 1. Ask all visitors if this is their first, second or third visit to the church. If it is the first visit, have them complete a guest card; if it is second or third, have them complete the card again since their responses may have changed between visits. Place filled in cards in the manila envelope marked for David and Ilene Steele. If it is a first visit, also give the visitor one of the gift bags. 2. Ask them to make a name tag and take a copy of the Light.

	For Children	“Kid Stuff” is in the bookcase near the Greeter Row in Sanctuary. Offer any items to parents who are keeping young ones with them throughout the service if they seem to need something.
✓	Orders of Service	<p>Ask couples to share an Order of Service, if they are willing.</p> <p>After the service --</p> <ol style="list-style-type: none"> 1. Tidy up the sanctuary (hymnals back in lobby) 2. Collect Orders of Service for reuse.
✓	Service Warning	<p>Five and Two minutes before the service, flash the lights.</p> <p>If there is a third greeter, that person should flash the lights in the RE Great Room.</p>
✓	Service in session sign	As soon as the service begins, place the " Shhh, Service 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	<ol style="list-style-type: none"> 1. One greeter should stay outside the lobby doors after the service starts for at least 20 minutes to guide latecomers and maintain a respectful quiet in the lobby. If there is a greeter for the breezeway doors, that greeter should guide late arrivals to the lobby... 2. Help them find seats if necessary.
✓	Take the Offering	<ol style="list-style-type: none"> 1. Use baskets in bottom drawer under counter 2. Put small offering envelopes in the baskets 3. Agree before the service which greeter takes which section of the sanctuary. 4. Wait for the music to start before taking the collection! 5. Leave sanctuary quietly after offering is taken or sit and wait for the music to finish and then leave. Your choice. 6. Place offering in the appropriate money bag (top drawer). There's a bag for each service. Place completed visitor cards in the manila envelope marked for David and Ilene Steele. 7. Zip bag closed, turn the knob and push it down on top of the zipper slide to lock the bag. 8. 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.
✓	Take Attendance	In the sanctuary only, count all the adults, guests, and children separately; including the minister (or other speaker), service associate(s), choir, musicians, etc. Record in the attendance book (top drawer).