

Greeters' Ministry Overview

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Coordinator: Frederique Griffith

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Purpose

- Help people, especially guests, feel welcome.
- Assist visitors by escorting them to where they need to go:
 - o Nursery
 - o Children's check in area
 - o Classrooms
 - o Restrooms
 - o The auditorium
- Connect them with a member in their age group or life stage so they have someone to talk to and possibly sit with.

What to Expect

1. You are scheduled to **volunteer once a month**.
2. If there is a **5-Sunday month** then teams rotate coverage which results in an additional opportunity each year to greet.
3. If you are not available on the Sunday you are **assigned it is expected you will find a substitute greeter**. The best way to find an alternate is to switch with someone on a different team. Please communicate to the ministry leader so they know who will be covering for you.
4. **Be on time**. You should **be at the building no later than 8:55 am**. **You will greet until 9:40 am** which allows for late arrivals.
5. **Coordinate with your teammate(s)** to make sure a greeter is located by the front door as well as the North door (near the office) which is typically used for handicap access.
6. A schedule is distributed at the beginning of the year and sent via email. **Please note these important dates in your calendar**.

Greeting 101

We have generic *welcome tags*. Please take one upon arrival and return it before leaving.

Please don't stand near the front doors since it is a high traffic area and easily becomes crowded. Please stand back from the doors, towards the middle of the lobby, where you can still see who is arriving. Our teens have been doing a great job holding the door(s) open and welcoming everyone as they arrive.

A handful of people arrive through the North door so if you're feeling a little less chatty or tired, it's a great spot to be! 😊. Open the doors (they are locked on the outside) and let people know you are glad they are here.

When you see someone you do not recognize, please introduce yourself and find out their name. If they are newcomers, try to get them connected to others around you, point out the auditorium, children's registration desk, youth group or children ministry leaders, nursery, according to their needs.

Assist parents with children to get registered at the desk or find the right classes for their kids. Same thing applies to the nursery.

Find someone to sit with them during service. "Walk with them". Or, join them when your greeting duties are over.

There are visitors' cards in the auditorium, so they will have a chance to complete provide contact information and prayer requests.

If someone wants more information about the church, they should be referred to an elder or other people who can talk to them after service.

Please take notice of where our visitors sit and let some people know who they are, why they are here, etc. so they can be approached after services. When worship is over it is nice to touch base with them to make sure there is nothing they need. You may want to leave services a tad early so you can be in the lobby to connect again with them before leaving.

Most Important: Help our visitors feel welcome so they experience the same sense of family that each of us has been blessed to have. These individuals will hopefully return again because of how we made them feel.

Disclaimer: The purpose of our time in the lobby area is not to visit with people we already know but to watch for newcomers so they can become our new friends. 😊

GREETER'S SCHEDULE 2023

Team coordinators are underlined.

TEAM #1: Kari Ferguson (314 443 8038); Beata McGlawn; Tim and Mary Ann Nicholson

Jan. 1	July 2
Feb 5	Aug. 6
March 5	Sept. 3
April 2	Oct. 1
May 7	Nov. 5
June 4	Dec. 3

Extra Week: April 30 - and December 31!! (there are 5 months with 5th week this year)

TEAM #2: Jim and Fredy Griffith (314 210 1114), Larry Franke, Ann Haupt

(Joyce Holmes will greet for me the following dates: *August 13; October 8 and 29; November 12*). No subs for Jim ☺

Jan. 8	Aug. 13
March 12	Sept. 10
April 9	Oct. 8
May 14	Nov. 12
June 11	Dec. 10

Extra Week: October 29

TEAM #3: Sue Stevens (314 707 3983) Charles Eickele; Michelle Blackford, Ross Brown

Jan. 15	July 16
Feb 19	Aug 20
March 19	Sept. 17
April 16	Oct. 15
May 21	Nov. 19
June 18	Dec. 17

Extra Week: July 30

TEAM #4: Kay Heintz (314 814 2086) Marion Earnhart; Amy Weiler

Jan. 22	July 23
Feb 26	Aug 27
March 26	Sept. 24
April 23	Oct. 25
May 28	Nov. 26
June 25	Dec. 24

Extra Week: January 29