

## **Instructions for Church Greeters for 2020**

1. Thank you for taking on this volunteer role for our church. Your job is an important one for many reasons. For first time visitors you are the first face of First Church. The way you greet them will have an impact and set the stage for their experience. For regular attenders, you can set the tone of their day and their worship experience. Therefore, be happy, congenial, and greet them with smiles. Call them by name if you know them and if you don't, just be polite or introduce yourself and ask them their name (this is a great way to begin knowing names and faces).
2. Know where the closest bathrooms are so you can direct people if they are looking for one at that point.
3. Know where the nursery is and how to direct families with small children if they want to use our nursery. Explain that elementary children will have an option of going to "King's Kids" part way through the service and prior to the sermon.
4. Don't be afraid to ask them if this is the first time they visited. You may need to direct them to the sanctuary depending on which entrance they come in.
5. Worship Guides or "Bulletins": When you arrive at your station there should be a stack of Bulletins for you to give each family or person that comes in your door. (The Pine Street door is an exception; please get a stack in the Narthex on the table before going to that door). If you do not have enough, go to the Narthex and get more from the table or one of the ushers.
6. Name Badges: There will be name badges for you in the small 4x4 inch box on the table next to your station. It is decorated with flowers and birds. Be sure to wear them while greeting & replace them to the box when you leave.
7. Time to be at Your Station: You should arrive at your station no later than 10:10 am and remain there until 10:30. You could get there even at 10:00

am because some people will come early. Just make sure you arrive between 10:00-10:10.

8. What if I can't be there on my Assigned Sunday? Scheduling conflicts, emergencies, illnesses and out of town travels may conflict on the Sunday you are scheduled. If that happens and you can't be there, call another Greeter on your list to switch dates with them. It usually works best to call the person(s) assigned to your same entrance that are scheduled either the week before you or the week after you. If you don't know their phone number, go to the church's website, [www.1stchurchjc.com](http://www.1stchurchjc.com), and click on the column that says "Communications/Information." Then click on the drop-down tab that says, "2018 Church Directory." If you haven't signed up yet do it now and you will get access to all the members and their contact information. *(If you still struggle with that, call me at (423-747-4671) and I will give you the number to the person you want.)*
9. Also, if you ever misplace the schedule I emailed you, you can go to the website and under the same "Communications/Information" tab you click on the tab labeled, "Volunteer Rosters." There in the list you will see "Greeters 2020." That is the current list.
10. If you want, you can get a reminder of your Greeter assignment the week prior to the Sunday you are scheduled. It comes via email. You need to contact Karl Kapoor, our website manager, and request an invitation to be put on the list for this notification service. You can contact Karl at: [knkapoor@charter.net](mailto:knkapoor@charter.net) or leave him a message at 423-534-6595. Be sure to give him your email address.

### **Greeters' Job at the Welcome Center**

The Communications/Connections committee has responded to our ever-flowing number of visitors on Sunday mornings by setting up a greeter station in the parlor for them to go to after the worship service (pastors will make the announcement to 1<sup>st</sup> time visitors). This is an attempt to keep visitors coming back, answering questions and expressing friendliness and Christ's love to those worshipping with us that are new.

**Greeters' Responsibilities at the Welcome Center:**

Each Sunday, one of the 4 greeters will be responsible for hosting the Welcome Center. This will be done on a rotating basis with all 20 greeters; so you will only do this 2-3 times in a year.

To get set up, we recommend leaving the service at the beginning of the last hymn. In the parlor you will set out bags with information and goodies and get a few dozen cookies from the freezer in the parlor's little kitchen. We will make sure there is an ongoing supply of cookies for you to use. As visitors come in and you greet them, put a pre-packaged 1-dozen cookies into the bag and hand it to them. (Any unused cookies you just return to the freezer).

Of course we want you to talk with them; greeting them warmly and showing interest in them; thanking them for choosing to visit with us and hope they will continue coming back. *We have been blessed with an abundance of visitors the past couple of years, and we feel God's calling to find more ways to welcome them into our church family fellowship. (This goes for out of town visitors as well).*

Don't be concerned if nobody visits the table, and at the same time you could have 4-5 visitors come to the table. We never know but want to be prepared.

**Details:**

+ The bags are already made up except for getting the cookies. They are hanging in the closet, next the parlor kitchen entry.

+ Give only 1 bag per family.

+ Also there is a roster list attached to a clipboard on one of the bags. Set this out on the table and have each family fill it out so we can follow up with the visitors.

+ If for some reason you run out of bags there are more empty bags lying on the box in the closet and in the gray box are the items to put in them.

Thank you for doing this important task for your church! Enjoy your time of greeting and getting to know others in our church family. If you have **any questions, please call me at 423-747-4671.** I would be happy to help however I can..... Thank you, Brian Rosecrance