

## GREETER'S INSTRUCTION SHEET

Thank you for helping by serving as a Greeter.

This time of worship is vital to the spiritual life of each person present. They will be uplifted in faith by hearing the word of God, praising Him in hymns, praying, communing and making their offerings to Him.

**Guests who come to worship with us for the first time need to feel welcome and comfortable with our congregation. Only then can they have a good worship experience.**

As a greeter, you will help to make all this possible in several important ways. Your duties include:

1. Be present 15 minutes before the service begins. Put on your name badge to identify yourself to visitors and check with the duty elder for any special instructions. Find the day's bulletins and any special inserts or handouts. You will be responsible for giving them to each arrival.
2. You will be the first person most members and visitors meet on Sunday morning, and for visitors, you make the initial impression of Holy Trinity. Make them all welcome. Smile and greet each one. If you do not know someone, introduce yourself. Listen for their name and repeat it immediately. Let them know that you are glad they came.
3. Ask visitors to sign the registry book near the entrance. If they have small children, be sure they know about the nursery and where it is.
4. Guests and visitors should be introduced to the duty elder who will be standing near the entrance to help you welcome these new friends.
5. PLEASE make a point to talk with our guests during the fellowship time after church. Invite them to stay for coffee, etc. Introduce them to the Pastor and others and do your best to give them a good impression of Holy Trinity congregation.

Again, thank you for assisting as a greeter!

*May God's anointing be on each worship service and all who assist in it.*