
Greeter

Greeter Job Description:

Greeters are the hosts and hostesses for God's house. They are responsible for welcoming members and visitors. A greeter is a friendly church member and provides the first impression of a church from a visitor's point of view. Warmth, genuine friendliness, and caring are important traits of greeters. Visitors expect more warmth from a church than they do from other places in this world. That is the role of the greeter in a nutshell!

Greeter Duties:

1. Arrive 15-20 minutes before the service start time.
2. Wear a "Greeter" nametag. (Printed "Greeter" nametags are located inside the guest-book podium, and in the drawers of the portable desk in the entry area.)
3. Greeters are strongly encouraged to wear facemasks during the pandemic, especially for the worship services where masks are expected for attendees (11am and 4pm).
4. Greet visitors and members as they arrive at the west entrance. Be hospitable and outgoing. Shake hands and smile warmly. (During the pandemic, we will not be shaking hands.)
5. Offer facemasks to those without masks at the services where masks are expected (11am and 4pm).
6. Ask visitors for their name and ask them to sign the guest book. The guest book is now located at the west doors on the portable podium. Thank visitors for joining us. Point them in the direction of the sanctuary. During the pandemic, explain the blue tape and where they may sit.
7. If it is a communion Sunday, ask for church home and if necessary, connect them to an elder or a pastor. Direct them to the communion announcement in the bulletin and online: immanuel-fargo.org.
8. If children are visiting, let them know that we have a bulletin and a bag they can use during the service.
9. Stay near the entryway 5 min after the service begins to catch late arrivals.
10. After the service, use cues from the visitor.... Wish them a good week or let them know you hope to see them again...personalized if you can. Ask visitors if they would like to be introduced to the pastors. If visitors appear to be college-student age, ask if they know about our campus ministry.
11. Clean the pens that are used and move them to the box of sanitized pens.

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