

Guidelines for Sunday Morning Greeters

Thank you so much for helping out as a Greeter for Westminster. Our church services are most frequently the first introduction to our church that visitors experience. Having a friendly person available to answer questions and welcome them to our church can be the positive difference that keeps them coming back.

Prior to the service:

- Arrive 15 minutes before service to don a scarf/shawl found in the middle kiosk drawer at the Welcome Table in the church foyer. Be sure there are yellow Visitor cards, pens, nametags and markers on the table.
- Stay near the table to greet any new people who may not be sure where the service is, or who have children and need an introduction to our RE coordinator.
- A couple of minutes before the service is to start go to church so you are there for Announcements. The Worship Partner for the service will point you out as the Greeter during the announcements. When your name is called, please raise your hand so people can see who you are.
- Following the service, go to the front of the Sanctuary near the podium. Greet the visitor(s), introduce yourself, and invite them to accompany you to the Welcome Table in the foyer. Find out a little bit about them. Provide them with information about the church, and *have them fill out a visitor card* if they have not already done that in church. Give them a tour if they want one and then invite them for coffee. Based on what you have heard from them, introduce them to a member who might have similar interests, etc.
- Return the scarf to the kiosk drawer.

Thank you so much for participating.