

## **Instructions for Volunteering at Outdoor Worship**

*Your service provides an important introduction and welcome to our worship community. You are also providing radical hospitality and helping our guests feel at ease and at home.*

### **For all volunteers:**

- \*If you have a fever, cough and are having difficulty breathing, please contact your doctor and let the Volunteer Coordinator know you will not be able to volunteer.
- Please arrive 30 minutes prior to the service
- Please park on street as worship is conducted in the parking lot
- Please wear a mask at all times. We have masks available; if needed.
- When assisting our guests, please maintain 6 feet distance, if at all possible
- Please wear the printed name tag we have provided for you. You will find them on top of the ushering cabinet in the back of the sanctuary. You may leave your name tag with your name in it for future use.
- Plan B TBD for inclement weather

### **Set-up:**

- All volunteers wear a safety vest
- All volunteers assist with bringing chairs and other materials outside that are needed for the service

### **Greeter :**

Check-in set up: table is located to the right of the second set of doors when entering the church. All materials needed should be on table- bulletins, attendance sheet, pen, safety-vest, child and adult face masks, and hand sanitizer.

- Greeter stands at the entrance of the parking lot to pass out bulletin. One greeter per entrance
- If members are not wearing a mask, kindly offer a mask and remind them that masks are required inside
- Greet members as they approach. Hand out a bulletin one per family unless they indicate otherwise.
- If worshippers don't have a chair, point out where extra chairs are located and assist getting a chair, if needed.
- Remind families to be mindful of the 6 feet distance
- After 20 minutes into the service, count the number of all people present. Please be discreet and make sure to be cognizant of people in the cars parked in the back.
- Please avoid getting into lengthy conversations with your friends while you are checking-in guests

### **Clean-up:**

- Leave attendance sheet on table
- Move chairs and other items back inside.
- Put safety vest back on table
- Name tag goes back on usher cabinet

### **Traffic Flow Volunteer:**

- Use a flag to assist with traffic control
- One traffic flow volunteer per entrance.
- Stand by parking lot entrance to assist cars coming in to listen to the service in their car.
- Station to listen to the service is 90.1
- Direct any cars coming in to park on the street instead of the lot.
- Please avoid getting into lengthy conversations with your friends while you are checking-in guests

#### **Clean up:**

- Pack up and bring in any equipment and materials taken outside

### **10 Awesome Tips for Church Greeters:** (Courtesy: evangelismcoach.org)

*Remember, the duties of a church greeter are more than a handshake. First impressions are not about right doctrine, but about the emotional and relational experiences that a person has with your congregation.*

1. Smile (with your eyes)
2. Make eye contact.
3. Greet each person with a verbal welcome as they arrive.
4. When we can do so offer a handshake (or a high five for children). However, not everyone likes handshakes. Read the body language of your guest to determine the appropriate greeting. Hands in the pocket is a good indicator that person does not want to shake hands. Avoid hugs, kisses, and arm touches.
5. Avoid asking "Are you new?" Say instead, "I don't think I've met you yet, I'm {insert your name here.}" –or- If you think you know the face but can't recall the name, try this approach: "Hello, I'm \_\_\_\_\_. I believe I've seen you here before but I don't know that we've had the opportunity to meet. What is your name?"
6. Avoid asking "Is this your first time visiting us?" If it is someone you don't know, or a guest you can say: "Good morning. My name is \_\_\_\_\_, what is yours?"
7. Personal warmth — look like you enjoy welcoming people.
8. If anyone appears to need help, please offer your assistance.
9. Be prepared to give directions or walk newcomers to restroom
10. Please avoid getting into lengthy conversations with your friends.

### **Examples of what to say:**

"Welcome to Lake Harriet!"

"We are glad you're here!"

"Good morning!"

"Thank you for coming."