

## To be a Greeter at Advent:

- Before service - Arrive 15 minutes ahead of service
- Wear a name tag (on table in Narthex)
- Stand near front entrance (left side)
- Greet members and visitors alike with a smile, a handshake & "Welcome to Advent"
- For visitors – point out nametags and ask them to sign guestbook in narthex.
- Answer questions they may have.
  - Restrooms
  - Nursery and Cry Room
  - Coat Room
- After service - leave sanctuary during last hymn and stand by Pastor at center exit. Let him know you are the Greeter.
- Engage visitors in light conversation and invite them for coffee & donuts and Bible Study in Fellowship Hall.
- If there are children, let them know about Sunday School and point out where classrooms are.
- Nursery is to the right of drinking fountains on the way to Fellowship Hall.
- Preschool through 2<sup>nd</sup> grade, Sunday School opening service is in library. Tell parents a bell indicates the end of class so they can pick up their children.
- Older children and teens go downstairs to common area for Sunday school.
- **Always thank visitors and guests for attending the service and welcome them back any time.**