



## Our Savior's Lutheran Church Greeter Responsibilities

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Our Savior's Greeters are at the east/west doors of the church at least 15 minutes prior to worship and until worship begins. The Greeter's job is to give a friendly welcome to our members and visitors. There are two greeters for each service.

*Hebrews 13:2 - Do not neglect to show hospitality to strangers, for by doing that, some have entertained angels without knowing it.*

### Greeter Duties

1. Wear a name tag.
2. Review the bulletin for special events such as baptism and confirmation.
3. For a worship service in the sanctuary, place yourself near the entrance doors off the east parking lot prior to the service. For a worship service in the CLC, place yourself near the main entrance doors off the west parking lot prior to the service. If more than one greeter is scheduled, you could also divide and handle both entrances as people come and go.
4. Greet everyone with a handshake or other appropriate gesture. Offer your name first. Remember to smile! If people are leaving, wish them a good day.
5. Identify visitors in our midst and help them feel welcome:
  - a. Guide them to the Sanctuary or CLC, as needed.
  - b. Point out the Information Kiosk with a variety of handouts about our church.
  - c. Offer a coffee mug with a Come & See card inside (located under the Welcome Desk).
  - d. Ask them to fill out the contact information on a welcome envelope if they are interested in a call or email from the Pastor or being added to our mailing lists.
  - e. Introduce them to the Pastor and other congregation members so that they can welcome them as well.
  - f. If time permits, offer to give them a quick tour of the building.
  - g. Be somewhat prepared to answer some basic questions such as: How do we do communion? How old do you need to be have communion? How do the three services (Sun. 8 am, Sun. 10:30 am, Wed. 5:30 pm) differ from each other?