

Hope Worship Servant HELPS ... for Greeters

The Greeter often has the first privilege of meeting and greeting each individual as they enter Hope. They mirror the face of Jesus' welcoming presence to all who gather!

EVERYONE at Hope is a greeter, but at each worship service the "official" Greeter is specifically designated to lead the way, to model how to greet and welcome our **guests**.

Greeter Guidelines:

- Arrive at church at 15 - 20 minutes minimum prior to the start of worship. **Sign in on the Worship Servant Sheet at the Usher table.**

Put on your "Greeter" badge and a name tag.

- Stand in the church entryway by the doors OR, in good weather, stand in front of the entry doors just outside the doors.

Note: do not stand in the doorway to the Worship Center and block the ushers

As guests arrive:

- Greet each person with a smile and a warm handshake. Touch really makes a difference!!
- Look directly at the person addressed and say
"Good Morning" "Good Afternoon" or "Welcome"
Make eye contact so your eyes, hands and words communicate personal attention.
- If it is someone you don't know, you can also say, "My name is _____"

If you don't recognize them, it IS OK to say, "I don't think we've met,"

They may tell you they are members or they are visitors. Either way ...

- Let them know you are glad they are here!

Remember: the goal is to be sure people know we are genuinely pleased they're here!

Be sensitive to those visiting ... often guests will NOT want to be the center of attention.

You MIGHT -- help them connect with someone to sit with OR
-- simply offer to be of further help if they have any questions

If they identify themselves as first-time visitors,

- give them a copy of Hope's newsletter (copies in the entryway in holders).
- Invite them to sign Hope's guest book and to fill out a nametag so they'll feel at home.
(NOTE: if you are wearing one, they won't feel like they'll stand out)

****If they have children,** tell them "**CHILDREN ARE WELCOME IN WORSHIP**". You might show them the "Cry Room", if they might need it, but stress that fussing kids are ok!

- At 10:15 worship, let them know kids 2 yrs through 5th grade are invited to go to Faith Explorers and are dismissed during the service. Adults may accompany the children.)
- As needed, direct people to:
 - Restrooms – diaper changing stations are in both public restrooms
 - Invite them to have coffee or treats in the Fellowship Hall before or after worship.
- If possible, help to connect them to someone who might worship with them.

LOOK FOR GUESTS AFTER WORSHIP

- Chat informally – this is not a time to "grill" them or to put them "on the spot"
- Introduce them to others as you are able or as is appropriate
- Ask if they'd like more info about Hope and WALK WITH THEM to coffee or adult ed
- Thank them for visiting and invite them to come again!

PLEASE NOTE: If you meet a first or second time guest, you might jot a few notes on a Yellow Sheet about that encounter and share it with the pastor!