

# GREETER INSTRUCTIONS:

## 10:30 a.m. service

*Following are some suggestions that we hope will assist you in this form of ministry.*

1. Arrive at church 20 minutes before the service.
2. Put on a name tag.
3. At the main door greet **everyone** (preferably with a handshake) as they enter the church.
4. Designate one greeter to watch the door (on Union St.) and greet anyone entering it.
5. Introduce yourself:
  - a. Ask the visitor to sign the guest register book, if this is their first visit to Grace.
  - b. Show interest in them by inquiring where they work, etc. Someone else in the congregation may know them professionally.
  - c. Ask them if they are interested in finding a "church home."
  - d. Ask if they would like to receive a home call from the Pastor.
  - e. Introduce them to someone else in the congregation and ask that member to introduce them to others.
  - f. Invite them to have coffee in the Narthex.
  - g. Inquire if there is any special information they would like to have regarding Sunday School, Confirmation, etc. Either inform them yourself, or steer them to someone you know can help them.
6. If they show interest in the church, you might offer to show them around after the service, or call in someone else to do this.