

Greeter Guidelines

Saint Luke's Lutheran Church

Updated January 2009

“Let mutual love continue. Do not neglect to show hospitality to strangers, for by that some have entertained angels without knowing it.” Hebrews 13:1-2

+ Be a “Frontline Evangelist”!

Arrive 30 minutes before worship (Server Schedules are available in newsletter, or at www.saintlukes-cs.org)
Make sure crash bars on doors are “locked-down”--allen keys are to the right of doors, if needed
Make a good “first impression” for our church
Wear a nametag/have nametags/markers available
Connect with your fellow “Greeter”
Greet and welcome everyone who enters the building

+ A Ministry of Coffee and Tea

Normally, the pastor or deaconess will have coffee prepared and turned on early on Sunday mornings. Please double check when you arrive at church to see that all is ready and properly prepared. Both greeters should leave the service after communing, to make sure coffee is prepared and available. Trays of cups should be placed on the end of the table closest to Luther Hall. “Greeters”--please make sure coffee/tea is being replenished as needed, especially between services.
Note: There will be a large urn of regular coffee prepared in the kitchen, as well as a smaller urn of decaf. Use these to replenish coffee pots, as needed. Use small automatic drip maker to make more regular and decaf as needed, should the large urns run out. Please be sure that three pots of regular, two pots of decaf and one pot of hot water in the white maker are prepared and ready in the Atrium at the end of each service. Be sure to turn on each individual pot warmer.

“Greeters” should guide folks to coffee/tea area, and clean-up coffee/tea serving areas as needed

+ Upper “Greeter”

Be sure everyone (members/visitors/guests) wears a nametag
Ask visitors/guests to sign the guest book
Guide visitors/guests to information table
Offer a “Welcome” Newsletter, perhaps a monthly newsletter
Direct visitors/guests into the sanctuary
Direct folks to restrooms/coatroom as needed

+ Lower “Greeter”

Direct visitors/guests upstairs for worship, highlighting the elevator, if needed
Direct visitors/guests and others to restrooms
Direct visitors/guests to appropriate Sunday School rooms or connect them with Deaconess
Let visitors/guests with small children know a nursery is available, assuring them their children are welcome in worship
After worship, please stay upstairs in Atrium and assist with Upper “Greeter” responsibilities

+ Other Things to Remember:

This is a time to be genuine, helpful, hospitable to all who enter our church
This is not a time to visit with friends, do “business”, engage in long conversations
Be a “channel”, connecting visitors/guests with staff or other members
Be familiar with our congregation and ministry so that you can answer questions; refer persons to Pastor Dave or Deaconess Kathy if they have questions you can't answer
Please remain at least 15 minutes after worship, or until all visitors/guests have left
Take note of/make changes related to anything that will make our church more hospitable