

#7.5

GREETERS

PURPOSE: To provide information for the training and guidance of Greeters.

APPLICATION: These Procedures apply to all worship service Greeters.

PROVISIONS:

1. A Head Greeter is selected by the Worship Committee.
2. The Head Greeter is responsible for securing and overseeing greeters for each Sunday in a specified month for a specified hour of worship, plus scheduled music programs.
3. Greeters should arrive at least 30 minutes before each service, concert, or memorial.
4. Name tags are provided in the box marker "Greeters" on the counter in the Sacristy. (This room is to your right as you enter the front doors and at the end of the hall). Please return name tags to this location after each service.
5. Greeters for the Front Entrance (Estero Blvd.) stand at the front doors welcoming worshipers as they arrive. Both outer doors may be locked open except during hot or cold periods, when you should consider leaving one door closed when not in use. The inner doors between the Narthex and the sanctuary should generally remain closed.
6. A willingness to cheerfully welcome late arrivals for a short period after the service has started is most appreciated.
7. Know areas such as restrooms, Church School rooms, Nursery (Room 6), parking, drinking fountains, and entrance doors to Silver Hall.
8. For newcomers, suggest that they attend Coffee Hour in Silver Hall after the 10:00 am service.
9. If there are church bulletins in the Narthex or the Sacristy, scan one for scheduled activities and be ready to help when questions are asked. To assist with questions you may also direct persons to the church office, where a receptionist is available after the 10:00 a.m. service. If there is no receptionist in the office after the 8:00 a.m. service there should be individuals available in Silver Hall to answer questions.
10. There is a simple First Aid Kit in the Sacristy.
11. Automated External Defibrillators (AEDs) are located:
 - a. In the Sanctuary - on the wall near the south side (Town Hall side) entrance, and
 - b. In Silver Hall - on the wall in the entrance/foyer.
12. Greeters should receive visitors and members in a friendly fashion with a pleasant smile and a warm welcome.

RESPONSIBILITY: The Worship Committee shall be responsible for securing a Head Greeter.