

6/6/19

Serving as a Greeter for Grace Church in the Mountains

The Greeters are a new ministry for the members of Grace Church. Our purpose is to make visitors and newcomers to our area, who may be looking for a church, feel welcomed and wanted in our community. Essentially, we serve as hosts and hostesses for guests, and as mentors to those newcomers who elect to stay and join us.

Before the liturgy:

Arrive in time to set up the table in Narthex for nametag-making materials, newcomers cards and Newcomers Packets.

Your most important job is engaging people as they arrive. Welcome people with a friendly face, help them get what they need for the liturgy (worship materials, nametags,).

Show those bringing food or other “in kind” donations where to put them.

Encourage newcomers AND parishioners without one to make nametags. (Be sure and wear your own nametag and special Greeter tag!)

Greeting visitors and newcomers. The greeters should engage briefly in conversation with visitors. How did they find out about us? Do they need child care? If so direct them towards our nursery and/or Sunday School rooms.

Let them know that everything they need for the service is in the white bulletin being handed out by the ushers, or in the blue booklet found in the pews. Mention coffee hour and invite them to stay. Offer to meet them there.

Offer a visitor’s card and the information packet. Many will want to wait until after the service. That’s fine. Encourage them to come back then.

During the liturgy:

Sit in the back row or on an end seat so you can get up and move about easily should there be late arrivers. You should be in a position to notice when people arrive late, and greet them appropriately. Stand when the Rector makes her announcement regarding Newcomers.

Newcomers Information:

Newcomers should be encouraged to give us their contact information. Generally they won’t want to do it before they’ve gotten a sense of who we are. The Rector will make an announcement during the service and may choose to point out the Greeter. Stand where you can be seen. As folks are leaving, keep an eye out for newcomers and encourage them to signup.

After the Liturgy:

Make every effort to make yourself visible to the visitors. One Greeter stands in the Narthex and another near the exit to the hallway to invite and direct them to coffee hour / answer questions / introduce them to clergy, etc.

Take down the Newcomers Table and return all materials to their storage space. Drop off any Newcomer’s cards in the office for follow-up.