

GREETER TEAM RESPONSIBILITIES

Quick-Look Check List

- ___ Please know the “GREETER RESPONSIBILITIES” instructions below.
- ___ Please stand near the bulletin board.
- ___ Always smile and say, “Good morning.” Be welcoming. Answer any questions.
- ___ Keep the flow going toward the Sanctuary. Avoid bottlenecks.
- ___ If we have more greeters, please have them opening doors at the worship entrance.
- ___ Be aware of anything unusual, assist lost children, monitor any suspicious persons / packages / activity and let the ushers or pastor know.
- ___ Any questions contact the pastor or ushers.

GREETER TEAM RESPONSIBILITIES

A - BEFORE YOU ARRIVE:

1. Please take some time for prayer and devotions preparing yourself for serving.
2. Please arrive at least by 8:15 am for the 8:45 am, and by 10:30 am for the 11 am service.
If anything changes, instructions will be given then.
4. If you are unable to greet, please first try to find a replacement. If unable to find a replacement, then contact Judy Mayhak for the 8:45 service, Linda Duncan for the 11:00 service at or the church office by 3:30pm on Friday.
5. Please have these contact numbers handy:
Emergency - 911 / Church Office - (616) 866-9515

B - AS PEOPLE ENTER:

1. Greet people with a smile, say, “Good Morning,” and be welcoming. Answer any questions they may have; ask if they need any help getting where they’re going.
2. It’s very important to keep the flow going toward the Sanctuary and avoid bottlenecks. If you would like to catch up with someone, please see them after the worship service.
3. People may have **covered beverages** in the Sanctuary. If not, please encourage them to finish their beverage or find a cup with a lid.
4. If we have visitors, they can find nametag stickers in the attendance pads; or if someone needs a new nametag, please have them make a note to leave in the basket.
5. Please be aware of anything unusual and monitor any suspicious persons / packages / activity and let the ushers or pastor know.

C - WHEN PEOPLE ARE DISMISSED:

1. If you wish, you may stand at the same spot at the door saying, “Thanks for coming.”