WENDY EVANGALISM

GREETER

Ministries in the Evangalism category are responsible for activities and events that have an outward focus.

INTRODUCTION

A ministry of hospitality. You are the first contact with our church family that most people will have. Make people feel comfortable and welcome.

HEAD OF GREETING

- **Schedule -** Create a quarterly schedule assigning two greeters for each Sabbath. If someone becomes unavailable on their assigned date, they should contact you as soon as possible so you can organize a replacement.
- **Coordinate -** Greeting is a branch of Hospitality. You will need to work closely with the head of Hospitality, and the head of Prospect Care.
- **Recruit -** Be on the lookout for new individuals to add to the Greeting team.
- **Communicate -**
  - Provide your schedule to the head of Communications in the lead-up to each quarter when requested.
  - Pass on visitor information collected each week to the head of Prospect Care.
  - Submit Ministry Report in time for board meeting.

GREETERS

- **Arrival -** Arrive at church by 8:45am. If you are unable to be at church on your assigned date, please notify Head of Greeting as soon as possible to ensure they have time to find a replacement.
- **Setup -** The lobby needs to be prepared to receive people as they arrive
  - **TV** - the deacon is responsible for turning on the TV. If it's not on, please see the deacon on duty

GREETERS (cont'd)

  - **Info Counter -** roll the info counter into the center of the lobby and make sure it is fully stocked with the bulletin, guest cards, etc
  - **Bulletin & Fyers -** collect the weekly bulletin and flyers from the volunteer room and add to Info Cart display.
- **Greeting -** Providing a welcoming presence. Be prepared to begin greeting at 9:00am
  - Greet people as they arrive.
  - Give people the option to scan the QR code for the bulletin or pick one up if they prefer a paper copy. In an effort to limit the enormous waste of paper and printing costs, only a limited quantity of bulletins will be available.
  - Acquaint guests with the facilities (restrooms, parent's room, etc)
  - Welcome guests and have them fill out a guest card
  - Direct guests to the appropriate area (children's classes, adult classes, church service, etc)
- **During Church**
  - Turn up the lobby speaker so the service can be heard in the lobby. People often need to leave the sanctuary but should still be able to hear the service. It also helps keep noise down in the lobby.
  - Direct any late-comers into the church.
  - Maintain a presence in the lobby throughout the service in case someone needs something.
- **After Church**
  - Pass along guest cards to the Pastor or the head of Prospect Care
  - Return the Info Counter to its place along the wall.
  - Tidy up any papers, items left in the lobby.
  - Dispose of any expired and left over bulletins and flyers into the recycling bin
  - Place any left/lost items in Lost & Found
  - Confirm that TV has been turned off by a deacon