



THE GREETERS'S HANDBOOK

for Parking Lot, Information Station, & Entryway Greeters Greeting Ministry Team. Please take a few minutes to carefully read *The*

***Greeter's Handbook* before making your commitment. Please contact the Greeter Coordinator if you have any questions or concerns. We are here to help you find your place in ministry.**

By being a part of a ministry team, you are helping Rushwood Park Church to Reach, Grow, and Serve.

Our Three Ministry Teams:

(1) Parking Lot Greeters. This team serves the parking lot of Rushwood Park Church. This team looks out for new visitors (who may have their headlights on as an indication), helps people find parking spots, helps new guests find the Worship Center, helps people who may need assistance carrying things into the church, and watches out for the safety of everyone coming into the church. They also give everyone a warm “hello”, possibly a handshake, and a “welcome to church today” as they enter the worship center lobby.

(2) Information Station Greeters. This team serves those who enter the worship center lobby by providing worship schedules (bulletins), answering any questions

the guest may have about worship, nursery, etc., providing materials such as free Bibles, sermon CDs, and other items to worshippers as they enter the church.

(3) Entryway Greeters. This team will be made up of the ushers who are on duty on a given Sunday. They are to welcome as many people as they can, standing by the door as people leave the worship lobby and enter the worship center. They help worshippers find seats in crowded situations; they escort people who may need extra help (such as the elderly, infirm, or mothers with infants to their seats). They are always on the lookout for people who may need help during the worship service itself.

I. THE PURPOSE FOR THE GREETER MINISTRY

A. To Welcome Visitors

First impressions are lasting ones! We want to give a great first impression by welcoming our visitors and guests with friendly helpful greeters.

B. To Welcome Regulars

We want to let our church family know that we're glad they're here by greeting them with a smile and a warm verbal welcome each time they arrive.

C. To Offer Information

We want people to know what's happening at the church, so we have a weekly bulletin for greeters to hand out. From time to time, we ask greeters to help us distribute other materials as well. We also want our greeters to be ready to give directions and to answer basic questions. Our Greeters will be stationed at their posted positions to serve this need both before and during the first part of worship service.

II. QUALIFICATIONS FOR GREETERS

- A. Understand greeting is a ministry, and treat it as an opportunity to help reach people for Christ by connecting them to the church family of Rushwood Park Church.
- B. Read the *Greeter's Handbook* and agree to the guidelines.
- C. Attend Greeters meeting when called by the Coordinator
- D. Commit to being present and on time when scheduled.

- E. Be able to locate the worship center, bathrooms, nursery, fellowship hall, water fountains, first- aid, etc.

III. GENERAL GREETER GUIDELINES

- A. Arrive 30 minutes before the service starts and continue greeting for at least ten minutes after the service has started.
- B. SMILE! Come to church well-rested and ready to greet others!
- C. Shaking hands with every person is not necessary; however, always offer a sincere smile and verbal greeting.
- D. Be prepared to answer basic questions.
- E. If you don't know the answer to a question, tell the person you will try to find out by the end of service.
- F. If you are unable to serve when scheduled, please contact the Greeter Coordinator as soon as possible.
- G. Try to be aware of new guests. They will need your services more than regular attenders.

IV. THE GREETER'S APPEARANCE

- A. For obvious reasons, have fresh breath. You may want to carry mints.
- B. Wash hands before and after greeting.
- C. Wear modest and neat apparel.
- D. Wear your identification tag.
- E. Maintain a friendly posture. Don't lean against walls/doors.

THE GREETER'S ATTITUDE

A. Be hospitable.

Treat people as honored guests. Be conscious to show equality.

B. Be friendly and cheerful.

Let people know that we are glad they decided to come worship with us. Express God's love in your caring attitude. Use caution with the opposite sex.

C. Be Positive.

Our greeters are in the forefront as representatives of the church. Be mindful of the things you say and how you say them. Keep opinions to yourself. If you ever have a complaint, go to the Greeter Coordinator. Always show respect for others and church leadership.

D. Have a Servant's Heart.

Be watchful to acknowledge visitors and guests and welcome each person as they come in. Be careful not to engage in extended conversations with anyone while greeting. You can always tell your friends that you will talk with them after the service.

Be careful not to use your position as an opportunity to promote your own interests and business. Serve faithfully.

THANK YOU FOR TAKING THE TIME TO READ THE GREETER'S HANDBOOK! PLEASE CONTACT THE GREETER COORDINATOR FOR THE NEXT STEP IN BECOMING A GREETER!

