

Responsibilities

- Our primary focus is to **greet the guests** to make them feel welcome and comfortable as they navigate their way to worship.
- **Smile** as you see them approach, **welcome** them, **introduce** yourself, and **invite** them to breakfast.
- Hand them a worship guide.
- If they have children, personally take them to the right room and introduce them to the children's volunteer.

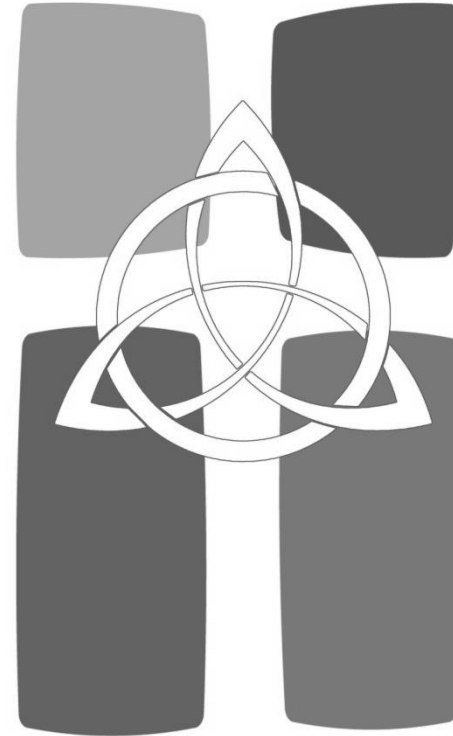
Cautions:

- Be careful not to get caught up in conversations with members and friends.
- Be careful not to block entry ways, visitor tables, or signs.
- Manage the children around the food table. Instruct them to take one, once, or even come back with parents.

Clean-up Tasks (11:25 am)

- Take all coffee urns, pitchers, and food trays to the kitchen to be washed and dried.
- Fold table clothes and place them inside foyer cabinet.
- Collapse tables and put back into the storage closet in gym
- Put the directional signs (foyer & parking) away in the men's restroom.

Wellington Presbyterian Church



GREETER GUIDE

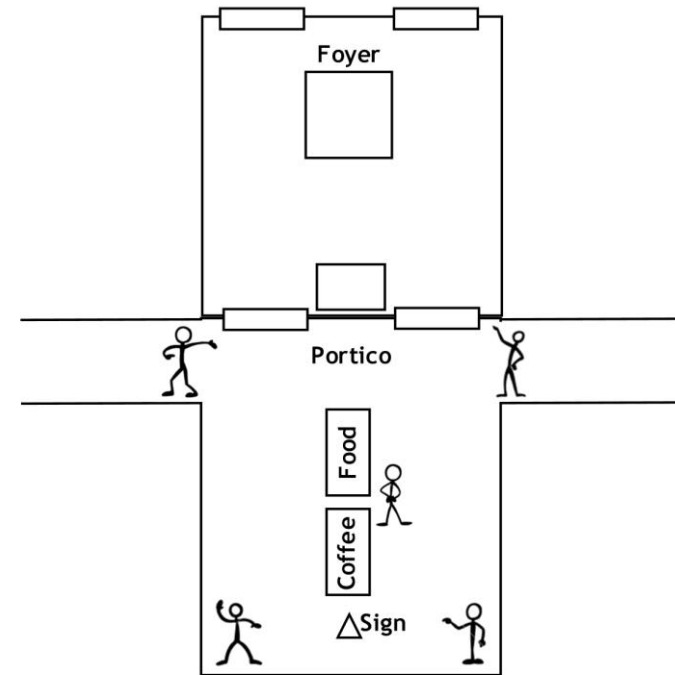
Sunday Morning Greeter Schedule

- 9:15 Arrive & begin making coffee
Gather for prayer and task delegation in C-13 & C-14
- 9:25 Set-up greeting area (see set-up tasks)
- 9:40 Begin greeting
- 10:15 Conclude greeting (Cover food tables & refill coffee)
- 11:10 Uncover the food tables
Greet guests at service conclusion
Help first time guest get the free book
- 11:25 Clean-up greeting area (see clean-up tasks on back)

Set-up Tasks

- Begin making coffee (6 urns: 4 caff. & 2 decaf.)
- Put out direction signs in portico & by parking entrance
- Do a quick walk around picking up trash in the portico
- Do a quick clean up of foyer (remove all clutter)
- Set up 2 long tables with table clothes
- Set up coffee on one table & food on the other
- Put all food on serving platters (No store containers)
- Do not cut up food
- Put “free breakfast” sign on 1st table facing parking lot
- Open both double outside doors as weather permits
- Put on name tags found in the storage cabinets
- Get “Worship Guides” to hand out
- Get a few children’s “Flock” handouts

Greeter Positions & Responsibilities



Positions

4 - Hello greeters

1 - Food table person _____

2 - Greeters designated to stay until 10:15

4 - Goodbye greeters

