

GREETER GUIDELINES
Good Shepherd Lutheran Church
JANUARY 2019

Thank you for undertaking this important ministry. You will often be the first people that visitors will meet. Your greetings and assistance will help visitors and members feel welcome at Good Shepherd.

Scheduling is done by a computer program administered in the church office. The schedule for the month is posted online at <http://gslutheran.org>.

- Check the schedule to see when you are assigned to serve.
- If you know a month in advance that you are unable to serve for a specific date or dates, please do contact the church Office Coordinator, you will not be scheduled.
- If you cannot serve your assigned time, please first try to switch with another greeter, either scheduled that month or any other communion greeter. Call the church Office Coordinator with your replacement so that the verger can be informed.
- The church office can help if you can't find a replacement. However, keep in mind that there are approximately 30 Sunday servants each Sunday. Please make every effort to find your own replacement.
- You will receive an email reminder

Before you actually begin greeting, familiarize yourself with where important rooms and functions are located.

- Restrooms are to the right and both are equipped with changing tables
- The Sunday School Nursery, for infants through two years old, is to the right at the end of the hall—there is no nursery for worship services
- The Fellowship Hall is to the left, there will be coffee and lemonade between services
- The Sanctuary is straight ahead, services are held there
- Sunday school is for age 3 to grade 8

When you arrive on Sunday morning,

- Please check in with the Verger when you arrive (8:30 and 10:45).
- If it looks like you will be the only greeter, then check with the Verger to get someone else to help.
- Please be ready to greet people at the door by 20 minutes before the service or Sunday School
- Keep an eye towards the curb. If you notice that someone needs help getting out of the car or into the building, see if you can provide help or find someone else to help.
- If someone identifies themselves as a visitor, find someone to introduce them to, if possible.
- Please stay 'on duty' until the service starts. Visitors may come in late and will appreciate the help even more then!
- If you are able, try to get back to the entrance as people are leaving the service. Be on the lookout for visitors. Encourage visitors to join us in the fellowship hall. If a visitor is not staying for fellowship, saying goodbye is important so that they will know they are welcome back.