

DEAR _____ You are Scheduled to serve as **Welcomer****

FOR WORSHIP ON SUNDAY, _ Acolyte(s): _____ Acolyte Assistant:

Greeters: _____ Ushers:

Welcomer(s) are a vital part of Ivy Chapel hospitality in the welcoming of first-time visitors. They provide a warm smile, friendly words, and answer any questions the visitors may have regarding Ivy Chapel.

I) BEFORE WORSHIP

- A) Wear your name tag.
- B) Station yourself near the Greeters by 9:40am, and discuss how you will jointly identify first-time visitors.
- C) Be warm and welcoming to all visitors and guests. Be inviting, by asking about their family, children, whether they are new in the area etc.
- D) Encourage first time visitors to write there contact information on the Pew Pad sheet.
- E) If the first time visitors have children, explain our Sunday school procedure. Locate a Sunday School Superintendent to answer questions and make the family and child feel more comfortable.

II) AFTER WORSHIP

- A) Greet visitors and introduce them to others leaving the sanctuary. Introduce the visitors to the Pastor, invite them to coffee hour, walk into Fellowship Hall with them, introduce them to others, and continue to make them feel welcome.
- B) Let them know what Ivy can offer or lead them to those who can answer their questions.
- C) Before leaving church:
 - 1) **INCLUDING CHOIR LOFT AND BACK WALL SEATING—COLLECT PEW PAD SHEETS FROM ALL PEWS.**
 - 2) Cross check with the previous visitors listed in the WELCOMER LOG BOOK (in the far right lower cabinet of the Multipurpose/Choir Room) Pages are from most recent in front to first Sunday of the year in back.
 - 3) For each first time visitor, COMPLETE an ENTRY and SIGN the WELCOMER LOG BOOK to ensure good communication between you, the Deacons and the Pastor. If there are no First Time Visitors write "NONE" on the entry for that Sunday and sign your name.
 - 4) Place the Pew Pad Sheets on the desk in the church office.
(If the Pew Pad is depleted you will find new Pew Pads in the cabinet at back of the church.)

III) FOLLOW UP

- A) Attempt to contact the visitor during the week following with a phone call or a written note.
- B) On subsequent Sundays, welcome them warmly and visit with them, introducing them to others to increase the number of Ivy members they know and feel comfortable.
- C) You may want to contact the visitors periodically to inform them of upcoming church activities or answer any questions they may have.

****If you are unable to be present on your assigned Sunday, PLEASE arrange to switch with another or find a substitute and instruct him/her of the responsibilities and then church office of any change 314-434-4991. If you are unable to find a substitute, please call Nancy Marston 314-878-1317.**

Thank you for your stewardship!