

Greeter Instructions

Dear _____ you are scheduled to serve as Greeters**
for worship on Sunday, _____ Usher: _____
Acolyte(s): _____ Acolyte assistant _____

Greeters are the first people a worshiper meets as they come into Ivy Chapel. Therefore, you are the first in our "hospitality chain". Our goal is to make all those who attend feel comfortable and wanted here. Offer a warm welcome and be of help to anyone needing assistance. Ask new visitors about their family, children and if they are new to the area.

Special Points

- A. Don't be concerned about confusing members with guests and visitors; even long time members have this happen.
- B. Encourage first time visitors to write their contact information on the pew pad.
- C. If the first time visitor has children, explain our Sunday School procedure. Locate a Sunday School person to answer questions and make them feel more at home.
- D. Be alert for special needs

I. Before worship

- A. Arrive by 9:40, be sure to wear your name tag.
- B. Station yourself at the front of the double door entry of the Narthex

II. During worship: SEE DIAGRAM (Greeters Collecting the Offering with the Ushers)

- A. Collect offering with the Ushers
 - 1. proceed up the center isle in twos
 - 2. Stop and wait for Pastor to present plates
 - 3. Greeters go to the outer isles. SEE DIAGRAM
 - 4. Ushers go to the center isles
 - 5. Pass plates across the pews with the front rows and finishing at the back
 - 6. Give plates to the Ushers SEE DIAGRAM
 - 7. Return to pew during Doxology

III. After Worship

- A. Introduce visitors to the pastor, invite them to coffee hour, continue to make them feel welcome.
- B. Let them know what Ivy can offer. Answer questions, or lead them to someone who can answer their questions.
- C. Before leaving church
 - 1. Collect all pew pad sheets from the pews - including choir loft and back wall seating
 - 2. For each first time visitor, COMPLETE, ENTER, and SIGN the LOG BOOK to insure 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. Log book is in the cabinet in back of the church
 - 3. 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 in back of the church)

Continue on each Sunday to make everyone feel warm and welcome

