

## **GREETER INSTRUCTIONS**

**(Revised March 2017)**

1. Arrive at 9:00 am and open the nametag cupboard. The key is in the credenza, right door, on the hook on the left side of the cabinet. Wear your nametag.
2. Unlock the two center front doors by pushing on the push-bars while rotating the push-bar clamp on each door to hold the push-bars in place. Open the doors fully, if weather permits. There is an A-frame welcome sign which should be displayed by the curb outside the sanctuary doors with the WELCOME board facing San Ramon Valley Blvd. If you require assistance, please have an usher help you to situate the sign.
3. Place the guest book, pens, and nametags on the podium for visitors. One greeter should stand by the podium greeting visitors, helping them with nametags, and asking them to write their name, address, phone number and email address (if they are willing) in the guest book. Other greeters stand between the podium and the sanctuary doors.
4. Greet each person with a handshake and a warm smile.
5. Be sure to invite visitors to stay for coffee and refreshments after worship. Offer directions, as needed, to the nursery, Godly Play and Holy Moly classrooms, restrooms (gender-neutral restrooms are located through the Music Room), etc. Direct them to the literature rack in Koinonia Hall if they are interested in more information.
6. When the service begins and no one else is arriving, close the doors (make sure they aren't locked).
7. After the Time of Fellowship, return items to the credenza. If supplies are low, leave a note in the office.
8. The nametag cupboard should be locked after second hour is over. If you will be leaving before then, be sure to arrange with someone else (*e.g., the lock-up person*) to lock up the cupboard after second hour.

**If you will be unable to serve on your assigned morning,  
please contact your Circle's Sunday Task Coordinator.**

**Thank you for serving as a Greeter.**