

# So you want to be a Greeter...

Here is what you need to know...

- + Arrive at least 20 minutes before the start of church.
- + Be sure to wear a name badge so that in the unlikely event of an emergency you might easily be identified. It also allows you to be easily found if someone might have a question or request. Name badges can be found in the mailboxes by the church office.
- + Please also pick up a handheld radio.
- + Make sure people find their way to the sanctuary.
- + Interact and learn names of people coming to church.
- + Find out if this is their first time visiting. If it is, offer to sit with them during worship.
  - The hardest part of getting visitors into our worship space is the walk from the car to their pew. Statistically speaking, this is where most people turn around and go home. The more people to greet and direct, the better.
  - Be sure to interact and learn people names. If you see someone new, sit with them during worship.
- + We added a First Time Visitor response form to our website. If someone fills out this form, a copy of the form will be placed on the bookshelf outside the office. Please review the sheet and be ready to welcome our guest when they arrive.
- + Close the ramp doors 10 minutes after the worship service has begun. If guests arrive late, there will be a way for them to notify the ushers that they are at the top of the ramp.
- + If there is an emergency, you will be called upon to assist during the situation. Please be sure to read the section in our Emergency Response Plan to learn more about your role and how you will need to respond during an emergency.
  - The church will offer training sessions throughout the year that will go over our emergency response plan and procedures. It will be best to attend these when you offer to stay up-to-date and prepared for emergencies.
  - The AED machine is located just outside the welcome center.
  - The first aid bag is located in the church office by the copy machine.
  - There is a wheelchair located behind the emergency exit door in the welcome center as well as on the Main entrance ramp.

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