

Greeters at Chapel in the Pines

Meet in the narthex at 10:00. There will be two greeters for each worship service.

___ Greeters will wear a greeter badge found in the "Greeter Box" in the credenza.

___ Place name tags of first-time visitors on the table in the Narthex along with blank name tags, markers, and plastic name tag holders. These items are found in the left-hand drawer of the credenza.

___ Activity kits for children are in the lower right compartment of the credenza. Place them in the large pottery bowl on the table and provide one to each of the children to make them feel special.

___ One greeter will stay at the table and the other greeter will be positioned at the door or just outside the door (weather permitting) to greet visitors.

___ Greeters will warmly welcome visitors by introducing themselves and assisting them in making a name tag if this is their first time at CITP. If they are returning visitors and have filled out a card previously, there will be a printed name tag on the round table in the narthex for two months after their first visit, and then it will be placed in the box. Please assist them in locating their printed name tag.

___ Make sure visitors know where the restrooms and nurseries are located.

___ If the visitors have children, make sure they know about the sacred art table option.

___ Encourage visitors to leave contact information on the attendance pad that is passed so that we might acknowledge their visit.

___ Try to have a visitor seated near another member who might continue to welcome them. Ushers will assist in this. Take the visitor to an usher and introduce them so the usher knows help is needed.

___ One of the greeters will join the service at 10:30 and one will remain until approximately 10:40 to ensure late arrivals are welcomed by providing a nametag and are handed off to ushers to assist in seating. Before joining the service, collect first-time visitor name tags and replace them in the credenza. Place baskets to collect name tags and name tag holders on the table.

___ During the last hymn of the service, one of the greeters will return to the front doors to say goodbye to the visitors who choose not to stand in line to speak to the minister. Remind them of our snacks in the fellowship hall and tell them how happy we are that they came to visit us.