

Chapel in the Pines Presbyterian Church - New Visitor Greeter – Revised 8/30/22

Background: New Visitor Greeters extend a warm welcome.

The Membership Committee will provide New Visitor Greeters for the 9:15 outdoor service and the 11:00 a.m. worship service in the sanctuary. Please scroll down the following pages for New Visitor Greeter descriptions (the 11:00 instructions are on the next page).

9:15 a.m. New Visitor Greeter Checklist for Outdoor Service, New 8/30/22* below**

- The New Visitor Greeter meets in the parking lot at 30 minutes prior to the service.
- Please wear the Greeter magnetic pin in a visible place. (Magnetic pins can be found in credenza drawer in the Narthex).
- ***Before the service, carry the folding visitor table (easy for 1 person to carry, has carrying handle, and located underneath the larger Visitor Table in the Narthex). Take this table to the Parking lot and set up near where folks will walk by on their way to the outdoor worship service.
- ***Before the service, gather the standard-size and large-print bulletins for the 9:15 service only; pre-printed name tags, blank name tags, children's chalk bags, pencils, markers, pronoun stickers, extra masks, hand sanitizer, and plastic name tag holders. These items can be placed into one of the totes left under the table in the Narthex, to make it easier to carry these items out to the parking lot . Note that there are different bulletins for the 9:15 and 11:00 services.
- Greeters staff the welcome table and warmly welcome everyone. Introduce yourself to people who you don't know, even if they may already be members. Just welcome all, is the simplest way. Welcome visitors and help make a name tag if there isn't already one printed for the.
- Invite New Visitors fill out a visitor card and leave it on the table when they leave. Collect these and put them in the offering basket so they will be seen by the office staff on Monday.
- Make sure visitors know where the restrooms are located.
- Encourage visitors to leave contact information on the visitor cards. Collect these at the end of the service and make Nana aware of them.
- Seat visitors near a member who will continue to welcome them.
- Take note of the names of people who need name tags, either by keeping a list, or asking them to return their temporary name tags at the end of the service. Report this list to Mary Donna Pond to print fresh ones.
- For people without their own chairs, ask an usher to help them locate a chair. After the service, say goodbye to all, but especially seek out the visitors. Tell them how happy we are that they came to visit us.
- ****After the service, invite visitors to stay for refreshments if they wish to. After the service, Carry the totes and table back into the Narthex of the church (and place under the larger visitor welcome table that stays in the Narthex).
- Place any leftover 9:15 service bulletins in the recycling baskets on the floor at the back of the sanctuary.
- NEW **** After the service, take the offering basket contents (which may contain new visitor cards and cash/check offerings) and place the contents into the offering baskets in the back of the sanctuary for the 11:00 a.m. service. The offerings and visitor cards will be combined.

Chapel in the Pines Presbyterian Church

New Visitor Greeter – Revised August 30, 2022

Background: New Visitor Greeters extend a warm welcome.

The Membership Committee will provide New Visitor Greeters for the 9:15 outdoor service and the 11:00 a.m. worship service in the sanctuary.

Revised 8/30/22 see ** below

11:00 a.m. New Visitor Greeters Checklist

- Two Greeters should arrive 30 minutes before the service.
- Before the service, organize the plastic table inside during the summer months, with standard-size and large-print bulletins, printed name tags, blank name tags, pencils, markers, pronoun stickers, extra masks, hand sanitizer, and plastic name tag holders. These items may be found in the left-hand drawer of the credenza. Note that there will be different bulletins for the 9:00 and 11:00 services.
- Warmly welcome everyone. Introduce yourself to people who you don't know.
- Please check that the bulletins on the table for pick up are for the 11 a.m. service.
- Welcome visitors and help make a name tag if there isn't a printed one with their name on it.. Remind people to take their name tags home with them.
- Make sure visitors know where the restrooms are located.
- Encourage visitors to leave contact information on the visitor cards and ask them to leave them on the table at the end of the service or place them in the offering baskets. Be sure the visitor cards are placed in the offering baskets so they will be seen by church office staff on Monday.
- If someone needs a mask (masks are optional at the 11am indoor service) offer a mask from the masks on the table.
- After the service, say goodbye to all, but especially seek out the visitors. Tell them how happy we are that they came to visit us
- At the conclusion of the service the Greeters invite visitors to stay for refreshments if they would like to.
- Take note of the names of people who need name tags, either by keeping a list, or asking them to return their temporary name tags at the end of the service. Report this list to Mary Donna Pond to print fresh ones.
- NEW **** After the service, be sure to place any completed visitor cards into the offering baskets at the back of the sanctuary. The offerings and visitor cards will be attended to by church office staff on Monday.