

## DUTIES FOR GREETERS

1. Arrive ½ hour before the worship service. **Put on a name tag and a greeter badge**, located in the left front cabinet of the kiosk.
2. Familiarize yourself with the day's events. Read the Update for information which may be helpful in answering questions.
3. Decide who will staff the kiosk (one person) and who will be at the main doors. Position yourselves behind the kiosk by the name tags and near the main doors, one side only. Open the inside door for those who come.
4. Welcome all who come and invite them to wear a name tag. **Be alert for visitors!** Introduce yourself to those you do not know. You are the first person visitors will encounter.
5. When you encounter someone you don't know, ask, "How long have you been coming to Ascension?"  
*If the person is a member*, tell them you're glad they're a member here and that you enjoyed meeting them.  
*If the person is a visitor*, help them feel "at home" by pointing out the coat racks and letting them know you are glad they're here. Offer to introduce them to another member who can show them around—show them where the bathrooms, the nursery, and the Sunday school rooms are located. If they prefer that you not do that, respect their wishes. Simply offer to be of further assistance if needed. Remember to ask them to wear a name tag and direct them to the kiosk.
6. Invite all for coffee in the Gathering Area following the service. Invite visitors to join you for coffee after the service so you can become better acquainted, introduce them to the pastors and other members, and/or assist them in finding answers to any questions they may have.
7. **After worship**, position yourself near the kiosk in order to help people with sign-up sheets, devotional booklets, and other miscellaneous items.
8. After worship, seek out the visitors, chat informally with them, introduce them to the pastors and other members.
9. Be hospitable to all, as if to Christ himself.
10. If there are no coffee hosts listed, the greeters will be responsible for making coffee.
11. Due to the high cost of heating and cooling, please keep the main entrance doors closed at all times.