

GUIDELINES FOR GREETERS

A. Before the service

1. Arrive as early as possible, 20 minutes ahead of worship time is ideal.
2. Greet everyone -- visitors, new members or old, as they arrive.
3. Especially watch for people who appear to be new, or looking uncertain. Offer to help and give directions to nursery, Sunday school, rest rooms, - anything they might ask about.
4. Ask anyone who is new if they would sign the visitors' book. That way we can send them the newsletter to let them know what is going on.
5. Encourage members to wear their name tags, it helps us all to learn each others names.

B. After the service

1. Leave the service during the last hymn or at least move to the back so that you can position yourself in the narthex to greet new people as they come out of the church into the narthex.
2. Ask visitors and first timers to sign the guest book if they haven't done so already.
3. Introduce them to other Good Sam members. If there is some connection such as children in same school, people who live in same area, etc, try to make that connection.
4. Give them a welcome packet or other material about Good Sam and answer any questions about the church that they may have.
5. If they have children or youth, try to introduce them to the Youth Director or Sunday School staff.
6. Be sensitive to people's wishes, if they really want or need to leave right away, don't try to hold them up. We want to be hospitable and we don't want to make people feel pressure to meet our expectations,

C. In general try to be as knowledgeable about all the programs and activities that Good Samaritan offers so that you can answer questions and help new people get connected to whatever they are interested in.