



Greeter's Guide

Greeters are the first people that church attendees encounter. With that in mind, it is extremely important that each person feel that they are truly welcome and an important part of the Immanuel Lutheran Community. A warm, friendly, and helpful tone is set by those who welcome those in attendance.

As a greeter, the following is a list of duties you will perform:

- If you cannot serve during any given service, you are responsible for your replacement. If no one is available contact Janelle Hebbe. Any schedule conflicts for the month on any given Sunday should be handled in the same manner.
- In last minute situations, do not call the church office on Saturday/Sunday. If possible, contact someone that is serving with you.
- Arrive thirty minutes before the service begins.
- Be focused on greeting each attendee (especially visitors).
- Politely request that visitors sign the Guest Register
- Provide a coffee cup and brochure for visitors (cups/brochures can be found at the Usher's desk/cabinet)
- Greet everyone with a smile and a handshake (handshake optional at this time)
- Introduce yourself to visitors.
- Answer questions, provide directions and attend to special needs
- Be available to greet those who come late.
- Other special duties as may be required