

## Instructions for Greeters

Thanks for helping to make Good Shepherd a more welcoming and friendlier place! Visitors and newcomers to the congregation have reported that getting into the sanctuary can feel a little awkward. The role of the greeter is to welcome people at the door—especially newcomers and visitors—and to make their entry easier. Here are some tips for what to do after you put on the “Greeter” badge:

### Top 10 Tips for Greeters

1. Please **stand by the entry doors** and let the ushers stand by the sanctuary doors. Help people open the entry doors.
2. Welcome people as they come in from outside. Look for people you don't know! A simple “Hello!” or “Welcome to Good Shepherd, glad to see you!” works well. Make greetings short and sweet!
3. If you don't know the person, go ahead and introduce yourself: “I don't believe we've met—I'm \_\_\_\_\_.”
4. If you're struggling with names, don't worry about it. Lots of us are bad with names. Go ahead and say hi anyway.
5. Offer a hanger or help with coats.
6. Offer to help small children get an activity bag out of the nursery if they are interested.
7. Try not to do church business or to get involved in longer conversations while you are greeting.
8. If you are visiting with a friend and notice someone arriving, gently excuse yourself so you may greet the newcomer(s).
9. Direct people toward the ushers and the sanctuary doors after they have hung up their coats.
10. Stick around by the entry doors until a few minutes into the service, to greet and welcome any latecomers.