

# **FUMC Greeter Ministry**

## **What Do Greeters Do?**

The Greeter ministry is the first face of the First United Methodist Church. Our Greeters have the responsibility to reach out with warmth and friendliness to everyone who comes through our doors. Greeters welcome visitors and members as they come to our church services, offering assistance as appropriate.

## **Responsibilities:**

- Wear your name tag.
- Be in place 30 minutes before the scheduled start time of the church service.
- Open doors for those approaching the entrance to the building.
- Assist those that need help getting inside in inclement weather. Use umbrellas as needed.
- Smile, shake hands or greet appropriately.
- Be prepared to answer questions and provide directions. If possible, accompany them to their desired destination.
- Continue greeting until 10 minutes after the church service starts.
- After the church service, continue greeting by practicing the '3 minute rule' -- spend the first three minutes after the church service ends talking to guests, newcomers, someone you do not know.
- Give as much advance notice as possible if you need a replacement to fill your scheduled time by notifying the First Impressions Coordinator.
- At least two greeters are needed for each entrance (FUMC Main Bldg – SW door, SE door, and Tower Room door. Family Life Center – N door, W door, and entrance to the multi-purpose room).
- Children may greet with their parent(s).

## **Time Commitment for a Greeter:**

A greeter is in place approximately 40 minutes per service scheduled. You may choose the frequency; such as once per month, twice per month, etc.

## **An effective Greeter is:**

- Comfortable talking to and greeting people
- Able to give directions regarding church facilities
- Hospitable and sensitive to the needs of others.

## **Tips for Greeters:**

- Watch for those you do not recognize.
- Do not ask if someone is new or a first time visitor. Say instead "Good morning. How may I assist you this morning?"
- Give your full attention to each person you encounter. Make eye contact.
- Learn names and use them. Review your church's photo directory beforehand. When you meet someone new, repeat his or her name and try to use it in conversation or in making an introduction.
- Be prepared. Know what's happening in the church that day and know how to direct or accompany visitors to the nursery or Sunday school classes.