GREETER

Hospitality Team

Overview: The greeter supports the church's mission of learning to love like Jesus every day where we live, work and play creating a comfortable welcome for guests though opening doors and offering a sincere greeting, acknowledging each person who enters the building.

Responsibilities:

- Arrive at scheduled serving time.
- Wear the provided name tag at all times of serving. Part of creating a comfortable environment is being easily recognizable to our guests.
- Greet each guest enthusiastically and show them you are glad they are here. Maintain positive body language (smile, make eye contact, stand with good posture).
- Arrange to escort any guest who asks where something is located. This helps them feel valued. Avoid pointing or giving directions.
- Be aware of any special events scheduled for the day. Be prepared to provide details.
- It is ok to not know all the answers. If someone has a question you don't know the answer to, invite them to fill out a connection card or next step card with the details of their question and place it in the offering box. A staff member will connect with them in the next few days.
- Limit conversations with friends and church members to ensure active presence and awareness to all entering the church. Avoid cell phone use while serving.
- Be confident in emergency response procedures and your role in them.
- Respond to communication from the greeter coordinator in a timely manner.
- Communicate dates you're unable to serve to the greeter coordinator as early as possible. (At least two weeks in advance is preferred.) Arranging trades with team members serving on other weeks is recommended. Inform the hospitality team coordinator of any trades.
- Participate in team trainings/gatherings.

Relationships:

- The greeter/lobby host reports to the greeter coordinator, who ensures the support needed to thrive in this role.
- This role serves in community with other members of the hospitality team to create a warm and welcoming environment.

Time Commitment:

- One Sunday a month or select events for about 45 min
- There are three Sunday shifts: Traditional (8:15-9AM), Contemporary (9:15-10 AM), Traditional (10:45-11:30)

Special Talents, Skills Preferred:
A warm smile, willingness and comfort in conversing with strangers, connecting people, facilitating new friendships, hospitality, helps

Resources and Training Provided

Contact: For a no-strings-attached conversation about this ministry, contact the Greeter Coordinator.