GREETER ROLES

Welcome Greeter Serve Team Members, your welcoming smile communicates the love of Christ. To make sure everyone is clear on our procedures and everyone's time is used as effectively as possible, below are the instructions regarding the Greeting Area.

Let's always give praise to our Lord and ask for wisdom and guidance as we serve in His ministry. All Serve Team Members get together 30 minutes before opening to have a devotional and prayer time, and prepare for our Guests.

Serve Team roles:

1) Team Leader 2) Greeters

NOTE: If circumstances warrant, it's possible that a Serve Team Member may be asked to help in another ministry area. It is our hope that anyone who is asked will say "Yes", and serve with a willing and cheerful spirit.

Serve Team Member duties:

1) **Team Leader –** Responsible for organizing the Greeting team (who will serve where)
2) **Greeters (1-2 people) –** Greet Guests at the front door personally, smile and make them feel welcome.
    1. Help with setting up in the ministry area before opening.
    2. Put Greeter's cart out (if applicable).
    3. Help get guests in order and their numbers.
    4. During the time of being open helps direct guests to get paperwork and where to sit.
    5. Help clean up afterwards.

<u>ATTENTION ALL SERVE TEAM MEMBERS</u>

PLEASE TAKE RESPONSIBILITY TO ENSURE EACH AND EVERY AREA IS PICKED-UP, NEAT, CLEANED AND READY FOR THE NEXT TEAM OF FELLOW SERVE TEAM MEMBERS OPENING THE LIGHTHOUSE.

Please make sure the lobby area is in neat/clean working order, forms stocked, etc.

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