

An illustration of four diverse people (two men and two women) standing in a row, smiling and waving. The person on the far left is a woman with dark skin and hair in a bun, wearing a blue long-sleeved shirt and yellow pants. The second person is a man with light skin, wearing a red jacket over a blue shirt and black pants. The third person is a man with dark skin, wearing a yellow striped sweater and blue pants. The person on the far right is a woman with light skin and long black hair, wearing a red off-the-shoulder top and black pants. The entire scene is set against a light gray background and enclosed in a white rectangular border.

# Greeter's Ministry

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Madison Church of Christ

# Greeter's ministry overview



- Why do we need greeters?
- Who should be greeters?
- What are greeter responsibilities?
- When and where are greeters?
- How do I become a greeter?
- What are the deacons' roles?
- Who should I contact for help or more information?





# Why do we need greeters?

- Shows the heart of the church!
- Sets a welcoming tone to members and guests alike
- Creates positive first impressions
- Provides assistance, directions, and information
- Helps build connections and get others connected in the church
- Helps set the initial atmosphere for worship
- Important and regular service project of the church



Bonus: Meet new people and build relationships!



# Who should be greeters?



- Individuals
  - Pair up with a friend!
- Couples
- Families with kids
  - Get the kids involved!
- Anyone and everyone willing to serve!
- We need greeters of all ages!





# Benefits for Greeters



- Get to meet and know people.
- A regular opportunity to serve with family and friends
- Show people we care about them

# Greeter responsibilities

## Welcome Center

- Provide a warm welcome and a smile to everyone
- Show the heart of the church
- Connect with others – get to know people!
  - Greeting gets people interested in the church, connections help them stay
- Help guests and members with information – can direct to information desk volunteer
  - Guest booklets (coming soon) and welcome treats
  - Upcoming events
  - Bible class times and locations
  - Current Bible classes and connect groups
  - Getting setup with Kid's Corner
- Information desk volunteer doesn't have to stay behind the desk, can greet in foyer near the desk



# Greeter Responsibilities



- We encourage everyone to wear greeter lanyards to help guests recognize who can ask for help
  - (This also helps security team)
- Help with directions
  - Classroom locations, bathrooms, nursery, etc.
  - First time guests to Welcome Center greeter
  - Escort is better than explaining directions
    - Use that as an opportunity for conversation
- Direct to someone who can help specific needs
  - If someone has a bigger, specific need you can't immediately help with (i.e., benevolence), then direct to someone who might be able to help (i.e., shepherd, deacon, minister).

# Greeter Responsibilities



Serve and fulfill any needs noticed – keep your eyes open for any needs

Open doors

Help an elderly person

Provide umbrella escort if it's raining

Hand out Sunday morning news  
(not the main job of the greeter team)

Alert security team member if you see something suspicious

Be a greeter all the time,  
wherever you are,  
even when you're  
not "on duty".





# Kids' Responsibilities



- Kids love to get involved with important roles!
- Kids can be involved with:
  - Verbal greetings
  - Holding doors
  - Handing out announcement sheets
  - Handing out kids activity sheets/announcements to other kids

# Greeter Help



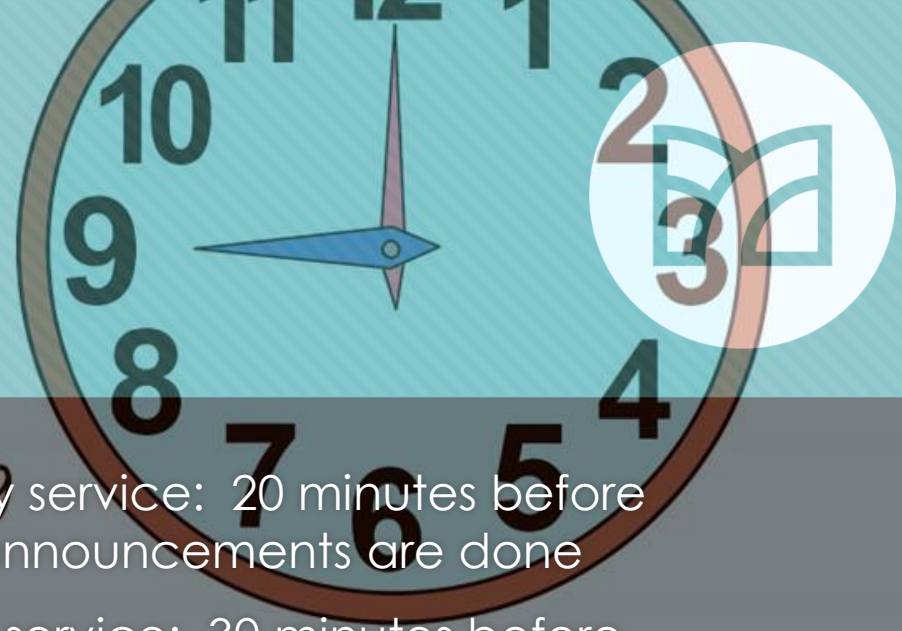
- What if I don't know the answer to someone's question?
  - Find a greeter deacon
  - Find a shepherd
  - Find a minister
  - Call us if you need to!



# Greeting times

- Sunday morning early service: 20 minutes before service until service announcements are done
- Sunday morning late service: 30 minutes before service until service announcements are done
- Sunday evening classes: 15 minutes before class until 5 minutes after start time
- Wednesday evening classes: Will add in future if needed.
- Monthly rotations

\*We encourage some staying a few minutes after service/class start time to greet or help any late arrivals – especially in main foyer





# Greeter Locations

- Sunday Mornings – All Locations
  - 4 Greeters – Early Service
  - 10 Greeters – Late Service
- Sunday Evenings – Main/Annex Foyers
  - 2 Greeters

Guest Parking

Guest Parking

Main Entrance (North Doors) North Entrance

Welcome Center

Main Foyer

Main Entrance (South Doors) South Entrance

Mason Church of Christ





# Sunday Morning Door Greeters



- 1-2 greeters at each door at the main entrance
  - North and south door greeters can participate at portico doors
- Greet everyone before/as they enter the building
- Help identify guests who park in guest spots
  - Handout welcome booklets to first time guests (coming soon)
- Help with any outdoor needs
- Can open doors for people
- Make your best judgements when weather is bad (i.e., storming, very cold, etc.)

Side Note: Sunday morning main foyer greeters can focus more on those entering from the annex (back doors)

# How to sign up

- Sign up on Ministry Scheduler Pro (MSP)
- Need an MSP account? Contact Lori Kendrick at [lori@madisonchurch.org](mailto:lori@madisonchurch.org)
- Sign up for the time slots you are available, MSP auto generates schedule with manual tweaks
  - Scheduled for a month at a time
- We will put families at the same locations!
- Please put in for a sub if you can't make it, even if it is Sunday morning! This helps us know how to fill in as necessary!



Ministry Scheduler Pro





# Deacons roles



- Serve alongside with greeters
- Serve the greeters
  - We want to help you, too!
- Pray for greeters
- Build relationships with greeters
- Maintain communication with greeters
- Listen to feedback and improve this ministry



# We value your input



Please let us know what ideas you have make this ministry the best it can possibly be for members and guests alike



We encourage you to identify things that make you feel welcome when you visit another church or any service-related business

Put yourselves on the other end of the interaction and try to see it from the eyes of a first time guest



Madison CoC Greeters



Join on GroupMe

# GroupMe

- Greeters' communication
  - Important information
  - Greeter questions
  - Last minute sub requests





# Contact information



- Matt Gibson
  - Phone: 256-797-6135
  - Email: [mjg308@yahoo.com](mailto:mjg308@yahoo.com)
- Paul Lanza
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