**Guidelines for Greeters**

**PLEASE…**

* Arrive 15 minutes before the service.
* **Wear a “greeter badge”** which is located on the Welcome Center back counter or the top drawer of the Welcome Center.
* **Smile and warmly greet anyone who enters.** Remember, you are the first face that a person sees when they enter our church! Make it a happy one!
* Offer a firm handshake and look each person in the eye.
* Offer comments such as, “Good morning, we’re glad you’re here!” Use their name if you know it.
* Open the inside doors of the vestibule. An open door is more welcoming. If someone needs some help and you are able to offer it, by all means do so! We have umbrellas available and a wheelchair.
* If you do not recognize someone, do not be afraid to introduce yourself by saying something like, “I don’t believe I’ve met you. My name is…”
* If a person identifies himself or herself as a visitor, give them a special welcome and direct them to the sanctuary. Let them know if they have questions to go to our Welcome Center or brochure rack.
* Please **remain in the narthex until the service begins.** Often there are late arrivals and we want to be sure they are welcomed also.
* **Following worship,** if you have time to stay, move around the narthex and introduce the ‘visitors’ you met to others or show them information about our church found at the Welcome Center brochure rack.

*Remember the offering of a friendly “Hello” or “Good Morning” with a SMILE can be one of the most impressive things that a person will remember about their experience at Good Shepherd.*

**THANK YOU for your assistance with this very special part of**

**Good Shepherd’s awesome Hospitality!**

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