

## Worship Assistant Description: Greeter

Thank you so much for volunteering to be Greeter at Messiah Lutheran Church! You're often the first impression folks have of our Spirit filled congregation so this role is essential! What follows is a brief description about the duties of an usher:

### Before Guests Arrive for Worship

- Be sure to check calendar at the back of the church to see what days you have been scheduled for. **If you cannot make those days, please let the Parish Administrator know as soon as possible so she can alter the schedule.** If you know you cannot be available on specific a day before a new calendar is released, please let the Parish Administrator know. **Please only contact the pastor in case of a Sunday morning emergency via text.**
- Pay attention to the weekly worship update emailed out by the Parish Administrator.
- Please **arrive by 9:45am** and check with the pastor about any unique duties for that Sunday's particular worship service. **Put on a Hospitality Minister lanyard** which are stored on the desk in back of the sanctuary.
- Check around the narthex to see if there are new sign-up sheets, handouts, newsletters, etc. that people should be made aware of.

### As Guests Arrive for Worship

- Rather than asking visitors their names, offer your name first (especially if they don't look familiar to you.) This communicates openness to relationship and not just an interest in getting a visitor's contact information. It will likely help a person feel more comfortable knowing someone's name in a strange place. If you believe someone is a guest, please point out where the restrooms are and give them any information that would be helpful (i.e., newsletter, devotional materials, etc.)
- **If someone is a regular member that you know, please point them to any sign ups that may be on bulletin boards.**

### After Guests Arrive for Worship

- Return your hospitality minister lanyard to its place in the Parish Administrator's office.
- Enjoy worship!!!

### Additional Tips

from *Leading Worship Matters: A Sourcebook for Preparing Worship Leaders*.

- Be proactive in getting to know people, but be aware of verbal and nonverbal indications that someone isn't ready for a long conversation. If someone gives short answers with little additional information or won't respond with questions for you in return, that may be a sign they don't wish to talk. Others might keep moving after a quick greeting or avoid eye contact. Respect the person's signals.
- Practice seeing visitors as people more than potential members. Invest time and genuine interest in getting to know them even if they are just passing through. They are probably interesting people!
- Smile with your whole body, not just your mouth. Keep your head up, try to make eye contact, avoid crossing your arms (this gesture can signal unintentionally that a person is self-protective rather than open), and turn your body toward those you are greeting.
- Involve others! Greeters are specially appointed ministers of hospitality, but part of your role is to help everyone in the congregation participate in a ministry of hospitality. Plan ahead by making a list of persons in the congregation who you know could help guide visitors, so that when visitors arrive it will be easy to connect them.