

GREETER

The greeter is responsible to ensure that every person entering the church is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome. Greeters will be asked to serve during special events also. **Note:** The goal is to have enough people participate in this ministry so that each one only has to participate once a month.

Ministry Area/Department	Hospitality
Position	Greeter
Accountable To	Hospitality coordinator
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church Member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Comfortable talking to/greeting guests • Able to give good directions regarding church facilities
Best Personality Traits	Hospitable, not shy (or able to overcome shyness) • Sensitive to needs and feelings of others • Dependable-expresser
Passion For	Making people feel welcome
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week/ month—more during special events
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Greet members and guests as they enter or exit the building.
2. Greet visitors at the welcome center and provide information as needed or requested.
3. Direct visitors to classes, nursery, sanctuary, restrooms, etc.
4. Introduce visitors to church staff, teachers and members of similar age when possible.
5. Open doors for/assist the elderly or disabled.