

Greeter Duties & Responsibilities

Thank you for serving as a greeter and giving of your time and self. Please remember that as a greeter you are the first faces that people see as they enter Maple Leaf. We encourage you to be friendly, helpful and show forth the love of Christ to all.

- Your main duty is to be a welcoming presence and show forth the love of Christ. Please be gracious, caring and friendly in all that you do and say.
- Be in narthex (the rear lobby area of the sanctuary) ready to serve at least 15 minutes before worship begins. Remember, there are two entrances people come in, the front doors and up the stairs from the Community Hall.
- Greet and welcome all coming to worship, giving them your name and ask theirs if you don't know. Even familiar faces have unfamiliar names and we need to remind each other. Please don't feel embarrassed to introduce yourself and ask for their name – that's how we become a community.
- Identify any special needs of worshippers and notify ushers if you need assistance, such as help getting to the stair free access for people in walkers or wheelchairs.
- Be ready to answer questions that you might take for granted, like “where's the restroom?” and “where should I sit?” You may also anticipate needs, like telling families with small children where the nursery is. You can also volunteer to show them the way by going with them. Feel free to ask visitors if they have any questions you can answer for them.
- Encourage visitors to fill out a “welcome card” which are located in the rack in the back of each pew. Make sure they know they are welcome here and that they will come back again.
- If the opportunity arises please introduce visitors to others and even secure a member to sit with a visitor to help in worship. Tell them that we have a coffee time downstairs after church and they are welcome to come to. You might even invite them to join you there after church and then walk with them downstairs after worship.

Thank you again for your willingness to do this important ministry. If you have any questions or concerns please speak with the Pastor or the Worship Committee.