

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.

Ministry Area/Department	Welcome Ministry Team
Position	Greeter
Accountable To	Head Greeter
Ministry Target	Congregation and guests
Position Is	Volunteer
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 • Dependable
Passion For	Making people feel welcome

RESPONSIBILITIES/DUTIES

- Greet members and guests as they enter or exit the building and provide information as needed or requested.
- Direct visitors to classes, nursery, sanctuary, restrooms, etc.
- Introduce visitors to church staff, teachers and members of similar age when possible.
- Open doors for/assist the elderly or disabled.
- Report any suspicious activities to the security team.