



JOB DESCRIPTION GREETER

PURPOSE

TO WELCOME ALL PEOPLE TO WORSHIP SERVICES AT GLORIA DEI. TO MAKE NEW-COMERS AND MEMBERS FEEL COMFORTABLE AND INVITED IN THE JOY AND WARMTH OF JESUS CHRIST

1. Arrive 20 minutes prior to the beginning of the service.
2. Apply a name badge located at Welcome Table.
3. Stand at your designated area, Front door, East door, West door which will be printed at the Welcome Table.
4. Provide a warm smile and a firm hand-shake as you welcome people to Gloria Dei.
5. Introduce yourself to those you have not met.
6. Encourage visitors to fill out their information on a Dei Worker Sheet .
7. Be aware of the location of the church office, nursery, restrooms, wheel chair availability.
8. Some suggested openings:
 - “Good morning, I’m _____”
 - “Good morning, Are you visiting with us today?”
 - “Welcome to worship.”
