



# Christ Congregational United Church of Christ

## The Ministry of Church Greeters

## *About this booklet*

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A cheerful and sincere welcome to members, and especially visitors, sets the tone of who we are at Christ Congregational Church.

Welcoming is how we show kindness, acceptance, and hospitality to everyone - guests and members alike. People catch glimpses of Christ through their encounters with us. In a nation that's becoming more "unchurched" all the time, we need to ensure that seekers encounter in us a Christ that they want to know better.

The purpose of this booklet is to assist greeters perform in an effective and consistent manner. It details specific requirements for greeters and provides tips for excelling in this ministry.

Thank you for participating in this very important outreach. Relax and enjoy the discovery of new people!

*Remember, we are all greeters – before,  
during, and after worship*

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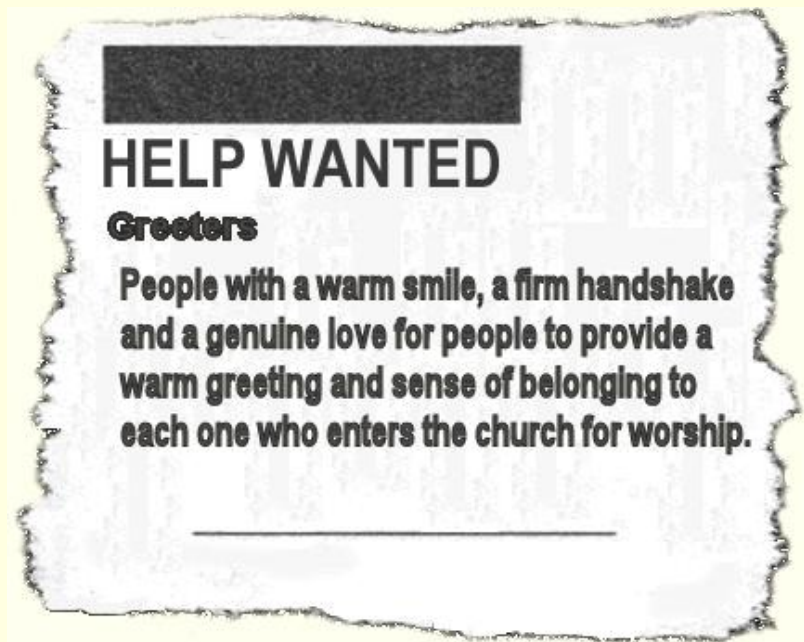
*"Do not forget to entertain strangers, for by  
so doing some people have entertained  
angels without knowing it." —Hebrews  
13:2 (NIV)*

*Let it be said of all Christ's Church members that we  
passed the Jesus test (Matthew 25:36): "I was a  
stranger and you welcomed me."*

# *Greeters are an extension of God's Love*

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- Greeters welcome people to church services in a spirit that makes them feel glad to be there!
- Greeting is one of the most important opportunities in our church community.
- Greeters help set the tone for the worship experience - first impressions are important.
- Visitors are more likely to return to a church, if they are genuinely welcomed.



# *Greeter Requirements*

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- Arrive 20 minutes before the service
- Wear your name tag
- Know when you are scheduled to greet and make arrangements for a substitute if a schedule conflict arises
- Smile naturally, extend your hand and offer a friendly, firm handshake
- Make eye contact and focus on the person you are greeting
- Refer back to this booklet before you greet and practice the tips provided on the following pages.

*"To believe is to care, to care is to do."*

# *Special instructions for greeting visitors*

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- Ask visitors to sign the guest book with their name and address so that we may greet them during the week. Offer a Christ's Church brochure.
- Ask them to fill out a name tag.
- Inform them that fellowship is held in the fellowship hall or outside and invite them to join us after the service for coffee.
- Offer to walk them into the worship space and introduce them to an usher (who will seat them and introduce them to someone near by).
- If they have a baby, ask if they would like to see where the nursery is or bathrooms.
- Meet the visitor again after the service, introduce them to Jerry. Invite them to fellowship and introduce them to others.

# *Tips for extending hospitality*

Practice these tips to polish your skills. “Play your strengths and practice your weaknesses”.

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- Be informed about what is happening in the church. Read the Caller.
- The week before you greet, pay attention to members expressing joys and concerns and try to bring that into conversation when you greet.
- Ensure there are a small number of the brochures, “Introducing Christ Congregational Church” placed with the visitor book for easy distribution to visitors.
- Know where the bathrooms, nursery, and other important facilities are located to direct visitors.
- Extend your hospitality after the service by attending fellowship and mingling with people. Be a “good host” and ensure no one is left out of conversations.

## *Helpful words from Betty Sanders when greeting visitors*

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Smiling is a must, extend your hand...

“Good morning, I’m [your name]. Welcome to Christ’s Church. I don’t believe we’ve met – is this your first time at Christ’s Church? (if yes, ‘it is so nice to have you here. Are you new in our area? Let’s get you a name tag’...) (if not first visit, ‘I’m sorry I’ve missed you and so happy you came back. I hope you’ve enjoyed your visits with us. Let’s get you a name tag’...)”

Enlist other members to help you if they are walking by...

“Joe, I’d like you to meet [name(s)], they are visiting us this morning. Perhaps you could sit together and bring them to coffee after church.” If requested, ask someone else to show them where the nursery or bathroom is so that you can continue to greet.

After the service...

“It was so nice to meet you, hope we’ll see you next week or again soon.”



# *Ongoing responsibilities*

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- Be alert to what greeters and members are doing well or could improve upon to extend hospitality to all who attend our services.
- Look for ways to make our service and worship space more welcoming to visitors.
- Put yourself in the shoes of a person who may be unsure of the environment they are entering – what special needs might a new person or disabled person have? Coming to a new place and being surrounded by strangers can be intimidating – recall times you were a stranger and what helped or hindered you.

**Have a question or comment? Contact Betty Sanders**

**Check the website for the greeters schedule and other information**  
**<http://www.christcongregational.org/>**