

## Christ Episcopal Church – Ushers & Greeters

(Updated: June 18, 2015)

### **FIRST GREETER:** Stationed: in the Fellowship Hall at top of stairs.

- SUMMER-Open wide the Red Doors of the Fellowship Hall placing door stops down.
- Elevator: If not at street level, please bring elevator to street level.
- “Welcome Table” at top of stairs with information about Christ Church  
GREETER: stand by this table
- Welcome all who enter Parish Hall, especially newcomers.  
NOTE: Please refrain from drinking coffee or any other beverage while on duty
- Greeter will welcome everyone with a smile and a hearty “Good Morning”
- Welcome newcomers to sign name and address in our Guest Book Registry in Narthex.
- Assist people using Elevator
- Direct people where were to place their coats, hats, umbrellas.
- Show newcomers our different restroom locations
- Show families with young children the location of our nursery and family room.
- Both “First” and “Second” Greeters inform newcomers about coffee hour following the service. We ask that Greeters reconnect with newcomers during Fellowship and introduce them to Christ Church parishioners. It is the Greeter’s job to personally assist newcomers as guests in their home!!

### **SECOND GREETER:** (Summer Months/Nice Days) Stationed on the Front Porch of the Church.

- The Greeters will open wide the Front Red Doors and Welcome All to Church with a hearty “Good Morning”.
- The Second Greeter will show the newcomers around just like the First Greeter.  
Ask newcomers to sign the Register with their name & address  
Provide direction to hang coats and hats  
Inform newcomers on location of our Nursery and Family Room  
Show newcomers where our restrooms are located
- Coffee Hour in fellowship hall take “newcomers under their wing”
- Shortly before the Usher rings the bell indicating the start of the service the Greeters will close the Red Doors and take their seats.