

Greeter Job Description

1. Retrieve keys from previous greeters. All keys needed should be there
2. Arrive at the church no later than 8:45 a.m.
3. Turn on and set all 4 thermostats using arrow buttons to 67° in the winter and 72° in summer (switch to 'auto' and 'heat or cool' – never turn fan 'on' and never turn to manual/'man' instead of program/'prog')
4. Unlock entry doors
5. Buy doughnuts and prepare them by cutting them (if available). Make coffee. When you first arrive and have turned on the heat or A/C. Coffee: Appox. 3 tbsp of coffee grounds for every 10 cups of water (make 30 cups)
6. Check church for cleanliness and supplies (toilet paper and towels)
7. Greet all when they arrive. Greeters should leave Sunday School at 10:25 to greet all that come. A greeter is to wear a smile and encourage all visitors to fill out a visitor's card – this is very important. (Cards filled out both BEFORE and AFTER service) – Place cards in the baskets of the Pastors in the church office
8. Greeters and Ushers work together to get folks necessary hand out material (bulletins and the like) and to get visitor cards
9. Either before church (after Sunday School) or after service, put away Coffee & doughnut supplies and clean the coffee pot and dishes
10. Return Sunday night and greet people. Arrive 15 minutes early
11. Very important: You must as best as possible prepare and train the next greeters. Many folks have never done this and it is very helpful to have the experienced folks pass the baton.

Questions:

The Bells: 522-8619

Call the Ernsts: 529-4486

