

Fellowship Ministry

Greeters Guidelines

The Greeter Program is part of the Fellowship Ministry but integral to the Worship Ministry. A worshipper's first impression of St. Mark's Episcopal Church can be formed by how they are welcomed to the service. At least one greeter is assigned to greet worshippers at each Sunday service and special services.

The following guidelines are provided:

1. Arrive fifteen (15) minutes before church services.
2. Be clean and tidy.
3. Be aware that some worshippers have allergic reactions to various colognes, perfumes and the smell of smoke.
4. Take care to minimize hand lotion and creams due to allergies.
5. Wear your name tags and be familiar with the locations such as the nursery and Sunday school (Gibson Hall).
6. Stand near the Narthex doors so that you can assist with the entry of worshippers and to greet them.
7. Greet the worshippers with a smile, make eye contact and have fresh breath.
8. Greet the adults, the children and give respect to the elderly or special needs.
9. Refrain from asking "are you new?" or "is this your first time?". Instead, watch for body language signs to indicate if the person is new or not. Additional signs of newcomers are:
 - a. Looking above heads for signage,
 - b. Asking questions like "can I take coffee into the sanctuary?",
 - c. Walking slowly as they look around,
 - d. Tentativeness in entering the church or
 - e. Looking confused as if they cannot locate something.
10. Use the phrase, "Can I help you?"
11. Change-up your welcoming phrase with options such as:
 - a. Good Morning
 - b. Glad to see you
12. Provide assistance if needed, opening the door for wheelchair, elderly, mothers with young children.
13. Provide newcomers with blank name tags and pens to write their names, if so desired. Tags are located near the Patience Hall doors.
14. Complete the Name Tag list for the individuals that would like a name tag created. The Parish Administrator will create a name tag from the list and place in the name tag slots for the next Sunday service.
15. Provide new visitors with newcomer's card which would allow them to be included in the parish mailings.
16. Provide the newcomers with a copy of the Welcome Booklet.