



FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

Job Description for Worship Service Greeter Coordinator

Connecting, Teaching, Living – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

Volunteer Job Title:	Worship Service Greeter Chairperson
Reports to:	Hospitality Coordinator
Length of commitment:	Two years
Schedule:	Monthly Evangelism Committee meetings, scheduled greeting times for Sunday mornings and as needed for training.

Purpose: The Greeter is to make people feel safe and welcome at your church.

Job Duties

- Romans 12:13, “Contributing to the needs of the saints, practicing hospitality.”
- Greeting people as they enter the facility is more than a handshake and a smile. It is an opportunity to express God’s love through Christ and help set the tone of the upcoming worship service.
- Help to brainstorm and recruit members to this ministry.
- Help with training team members as needed.
- Schedule a rotation of service times for team members.
- Keep in mind family calendars. Communicate the schedule to team members in a timely matter so they can be prepared in advance.
- Meet with the Evangelism Committee at their monthly meetings.
- 10 Tips for Church Greeters:
 - Smile.
 - Fresh breath.
 - Make eye contact
 - Take initiative and greet.
 - Don’t ask “Are you new?”
 - Don’t ask “Is this your first time?”

- Personal warmth — look like you enjoy welcoming people.
- Say “I don’t think I’ve met you yet, I’m {insert your name here}”
- If they are new, offer to show them where the restrooms are and offer information about childcare if necessary.
- Arrive 30 minutes before the worship service begins.
- Be available after the worship service as people are leaving.
- Be outside the doors as people are arriving. Since we do not have glass doors, we would like a personal and inviting presence as people approach the worship area.
- Website tools and resources: *(Please take the time to visit these sites)*
 - www.evangelismcoach.org.
 - www.welcomechurchvisitors.com/church-greeter-duties/
 - www.evangelismcoach.org/improve-your-greeter-ministry/
 - Please go and explore these websites for further information and tips.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!