



# FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

## Job Description for Worship Service Greeter

**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.

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Volunteer Job Title:           Worship Service Greeter  
Reports to:                       Belinda McInnis  
Schedule:                         Monthly schedules to be determined by the committee chairperson and as needed for training.

Purpose:                            Greeters are the staple of a church's hospitality ministry. They are generally the first person one will see when arriving at church. With that in mind, the greeter's job is to make people feel safe and welcome at our church.

### Job Duties:

- Arrive 30 minutes early
- Dress neatly in what is appropriate for our church
- Wear a greeter name tag
- Greeters should be OUTSIDE the doors to welcome people as they arrive. We would like a personal and inviting presence they approach the worship area.
- Check the outside area (sidewalks, handrails, green areas) for cleanliness. Straighten what needs to be straightened.
- Look for people you don't recognize. Greeters are crucial to help inform and point people in the direction to which they need to go.
- If people are new, offer to show them where restrooms are and offer childcare information if necessary.
- Please do not spend too much time with friends or regular attendees so you are available to greet Everyone as they arrive.
- Be available AFTER the worship service as people are leaving to assist in directing people to Sunday school classes, restrooms, coffee table, etc.

Tips for Greeters:

- Pray! Pray for your church, for the pastor, for the members, for the people you will greet, for what to say and how to say it.
- Smile
- Make eye contact
- Personal Warmth: act as if you truly enjoy welcoming others to church.
- Don't ask, "Are you new?" Or "Is this your first time?" Say, "I don't think I've met you, I'm (insert your name here)"
- Keep in mind when you are scheduled to serve; if you are unable to attend on a Sunday, check the greeter list and call to find your replacement.

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