



4044 Lark St.  
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[www.missionhillsumc.org](http://www.missionhillsumc.org)

## Greeter Guide

Thank you so much for serving as a greeter! We couldn't do this work without you. Here are some guidelines to help you as you are welcoming people into worship.

Please arrive no later than 9:30a.m. and be set up and ready to greet people by 9:45a.m.

Set-Up: (9:30 – 9:45a.m.)

- The Greeter/Welcome table is in the stairwell off the sanctuary. When the weather is nice, roll the table to the front patio and open the front doors. If the weather is inclement roll the table to the back of the sanctuary just inside the front doors.
- The welcome sign and disabled parking sign are kept next to the parlor stairs. Place the welcome sign at the main outdoor stairs and place the disabled parking sign at the sidewalk at the front of the church.

Ready To Greet People (9:45 – 10:10a.m.)

- As folks arrive welcome them and hand out a bulletin.
- Encourage people to register their attendance on the sign-in sheet or by using the QR code. Parents will sign kids in on the KidzLife sign-in sheet.
- Encourage guests to leave contact info.
- Encourage people to use the QR codes to connect (register their attendance), access an e-bulletin, or make a financial donation.

During and Following Worship

- Be aware of guests who may need help finding the restroom or have questions.
- Ensure that signs and the Greeter Table are put away.