

___ At least one greeter should sit near the back so that you can be ready for late-comers or assist persons who may need to exit (if someone does this and you feel they are in need of attention, please do not hesitate to go out with them and ascertain how you might be of help).

___ Ask for extra help when you need it, for example, in case someone scheduled to be a greeter is unable to attend. Call on someone to help you.

___ Open both doors at the end of the service to allow the pastor to greet the people and provide more room to leave the church.

___ At the close of the service, go through the pews to remove trash and place red pew pads back at the end of the pews.

___ Also be available to serve as a greeter in all the above ways when special services like funerals, Christmas services, etc. are held.

___ Remember to be friendly, warm, and welcoming even when you are not serving as a greeter, as this sets an example for everyone.

___ Let the church office know when you cannot be present for your assigned day, and advise them of your substitute.

Because we believe in Jesus Christ, it is our mission to show the love of Christ through our actions and service to all.

We will accomplish our mission by showing the love of Christ through our hands, in service to all, our heads in learning and growing in the knowledge of Christ, and our hearts in ministries of love.

Open hearts



Open doors

Open minds

Crozet United Methodist Church
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Crozet United Methodist Church is part
of the Virginia Conference
of the United Methodist Church
Ministers: All of the Congregation

Lay Leader: Claire Kent
Administrative Bd. Chair: John Rowlingson
Covenant Missionary Partner:
Jacques Umembudi Akasa
Pastor: Doug Forrester
Bishop: Rev. Charlene Kammerer
District Superintendent: Dr. Brenda Biler

The Ministry of Greeters



at Crozet

United Methodist Church

Sponsored by
the Worship Team

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You have agreed to serve in one of the most important ministries of our church - a greeter. You are most often the first person new persons meet when coming to our church. You have the chance to give the first impression for them, which is usually a lasting one. Not only this, your assistance during the worship service in a variety of ways helps us provide a meaningful worship experience. So, thank you for your commitment to this ministry. To better assist you in carrying out your responsibilities, we offer the following checklist of things you will need to do each Sunday.

___ Be present 20 minutes before the service for which you are scheduled (8:10 for the early service and 10:40 for the late service.) If people have already arrived, please greet them, and make sure they have a bulletin.

___ Wear your nametag.

___ Make sure you have copies of the bulletins ready to give out.

___ Be ready to give out any other materials that the worship team may give to you.

___ Be aware of any information available in the back of the Sanctuary that is mentioned in the bulletin. Read through the announcement sheet, which can be found on the website, prior to the service.

___ If visitors have any questions, assist in getting them answers.

___ Make sure you are welcoming people with warmth and friendliness.

___ As much as possible, greet people by their names.

___ Remind and encourage people to pick up their nametags.

___ Be ready to give assistance to persons, especially elderly, handicapped, or parents with lots of children as they enter and leave the Sanctuary.

___ Have one greeter in the narthex to open the door for people arriving and/or one greeter in the parking lot to give directions and assistance.

___ Assist hearing impaired persons with the hearing impaired equipment.

___ Provide assistance in the event of emergencies like sickness, power failure, etc.

___ Leave one Sanctuary door open for at least 5 minutes after the service begins for latecomers.

___ As the Sanctuary fills, you may need to escort persons inside and help them find seats, even requesting persons to move down in pews as needed. It is most often a good idea to seat people from front to back.

___ After the service begins, count the number in attendance and record it in the book at the back of the Sanctuary. Wait until we are at least 15 minutes into the service and then walk down the side aisles in order to get an accurate count.

___ Come to the front and receive the offering plates each Sunday and take the offering as instructed by the pastor (usually this means beginning at the front and making your way to the back). Return by the side aisles to your seat.

___ Come to the front with the offering plates when the Doxology begins each Sunday as everyone is invited to stand (late service). Come to the front with the offering plates when the pastor moves back into the center aisle (early service).