

# TRINITY LUTHERAN CHURCH

## GREETER RESPONSIBILITIES

GROUP LEADER for Sept. 28, 2018 – Laura Scerbo

**PLEASE NOTE: IF YOU ARE UNABLE TO SERVE, please find your own replacement and notify the Church Office as soon as possible for a bulletin correction. It is not the responsibility of the Church Administrator (Kathy) to find your replacement.**

1. **Arrive 30 minutes before service** to allow time to greet early arrivals.
2. First order of business: **WEAR YOUR NAMETAG.**
3. Stand just inside the doors by the sign-up bulletin board and greet all worshipers. If you do not recognize him/her, introduce yourself with the words, “we have not met, I’m \_\_\_\_\_ “. Ask if they are visiting and if they are, have them sign the Guest Register.
4. Introduce visitors to the ushers and ask usher to introduce them to those sitting nearby.
5. **Please Welcome Everyone** – Nod your head and say “Hello/Good Morning”, and/or extend your hand. Don’t forget to **SMILE!**
6. **After Worship** - During the last verse of the Sending hymn walk to the lectern and introduce visitors to congregation during announcement time. **Always use the microphone.** Speak loudly, slowly, distinctly and directly into the microphone. Otherwise some people sitting in the back or others with hearing problems may have difficulty hearing you.

**THANK YOU FOR SERVING GOD AND TRINITY LUTHERAN CHURCH  
BY BEING A GREETER**