

UNITED CHURCH *of* UNDERHILL

Membership and Evangelism Ministry

Inside Greeters

What it is:

Thank you for agreeing to be an inside greeter.

The job of inside greeter is to welcome people as they arrive, and to help newcomers to feel comfortable and answer any questions they may have.

Why we do it:

To make sure that visitors know where things are and to make sure the everyone receives a friendly greeting as they enter the sanctuary for worship.

What we do:

Guidelines for Inside Greeters

1. Be at the door ready to greet the congregation 30 minutes before the service start time: 10AM in winter and 9AM in summer.
2. Warmly greet each person as they enter.
3. If they are new to our church:
 - a. Introduce yourself
 - b. Invite them to sign the register
 - c. Give them the welcome tag
 - d. Show them the "Info to go" packets and the newsletter and invite them to take them if they'd like.
 - e. Introduce them to the ushers
 - f. Invite them to join you after church in the Fellowship Hall for refreshments
4. During fellowship time, introduce guests to other members of the congregation
5. Give names and addresses to pastor and/or Membership & Evangelism contact of the month for follow up visits/letters.

If you cannot be an Inside Greeter on the date you are assigned, please attempt to swap with someone. If you cannot arrange a swap, please contact the Membership & Evangelism member of the month (printed in each week's bulletin, the newsletter, and in the e-Update email).

Time Commitment:

Approximately 45 minutes.

Number of volunteers needed:

Two per Sunday, rotating around throughout the year.

Again, thank you for being an Inside Greeter!