

GREETERS

Policy

To greet as many visitors and members as possible with a smile and a warm welcome to Metropolitan United Church worship services.

Procedures

1. In mid-November each year, the two Greeting Team Coordinators contact church members as to their intention to continue as greeters in the next year. Subsequently the coordinators prepare a greeting schedule for the following year and guidelines. These are typed by the Office Administrator and mailed to all greeters in December each year. In the schedule all church entrances are listed opposite the names of greeters for each of the four or five Sundays in any given month. Contact information is also provided should greeters wish to call a spare greeter or trade dates with other greeters.
2. Greeters are to be at the church at least 30 minutes before the worship service begins. For special or "holiday" worship services, greeters should plan to be at the church earlier.
3. Greeters welcome all worshippers with a friendly and outgoing presence.
4. Prior to the start of the worship service, greeters pick up off the tables or radiators a sufficient number of church calendars to hand out to visitors and members. All greeters then take their positions at assigned church entrances.
5. Greeters may remain at their respective entrances during the first 10 minutes of the service to be available to welcome latecomers.
6. In mid-November each year, the Greeting Team Coordinators review this policy prior to sending it to the Board for approval if changes are made.
7. In mid-November each year, the Greeting Team Coordinators review the Risk Management policy with all greeters.

Related Metropolitan Policies

- Risk Management
- Ushers

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Approval Meeting of Board or Elders:	May 2013
Approved by Greeting Team Coordinators:	May 2013
Previous Version Date:	May 2013
Group/Committee Responsible:	Greeting Team Coordinators