

# WELCOME HOST - GREETERS VOLUNTEER RESPONSIBILITIES Downtown Site

**Welcome Host(s)** - Lead and coordinate activities to welcome guests & provide information and support to guests before and after Worship services at FELC.

- Arrive 20 minutes before service begins and remain 20 minutes after the service.
- Provide guidance to greeters.
- Wear your personal name tag along with the "Welcome Host" imprinted one.
- If a guest or visitor is inquiring about a room location, nursery, bathrooms, etc. be sure to walk them to the area they are requesting instead of just pointing it out.
- Collect information/comment cards from the service and route to church office.
- Solicit members to actively look out for and engage with guests.
- Attend to the "Welcome Table"
  - Answer guest and member questions and provide FELC information.
  - Solicit guest(s) name and interests.
  - Connect with Pastors and other staff or members as appropriate. Arrange building tours as needed.

**Greeters** - Help visitors and members feel welcome and comfortable during their time of worship.

- Arrive 10-15 minutes prior to the service.
- Greeters will be placed at church entrances (not sanctuary). Locations are specified on your enclosed schedule.
- Greeter name tags are available at the Welcome Table. Return nametags to table.
  - Goal of a greeter will be to welcome worshipers by making eye contact and saying, "Good Morning."
  - Be sure to wear your own personal name tag.
- Help direct visitors & guests to Welcome Host and Welcome Table.
- If a guest or visitor is inquiring about a room location, nursery, bathrooms, etc. be sure to walk them to the area they are requesting instead of just pointing it out.
- Bulletins being handed out by ushers *and* greeters, as needed.

**Request members & guests to complete a disposable name tag.  
Table with name tags located by Ida Street and City Park entrances.**