

Grace Chapel Castle Rock

Greeter Roles and Responsibilities

You make the first impression of Grace Chapel as visitors as well as regular attendees enter into fellowship with this body of believers. That is an awesome responsibility! This is a people ministry so put your smiles on and be ready to show Christ's love to His people.

Please read the following guidelines as you prepare for your time of service.

Front Door Greeter

1. Open doors for those coming up the walk. In the warmer months you can prop the door open so the building is more inviting.
2. Shake hands and welcome as many people as possible.
3. You are to stay at the door you are assigned to and not get pulled away in long conversation. If you are conversing with regular attendee, you may miss the opportunity to welcome a visitor and meet someone new.
4. Direct visitors to the welcome desk for information.
5. Families with infants or toddlers that want to take advantage of the ministry need to visit the welcome desk to check in.
6. If a visitor needs assistance finding classes or youth activities, please assist them. As more volunteers are arranged, we will have greeters at the west entrance. Visitors should be escorted to these greeters for assistance back to the modular if needed. For now, please find a Grace "regular" that can help them find classes in the modular.
7. Visitor packets are available at the welcome desk. Again, direct visitors to the welcome desk. We will have someone behind the counter to assist them then you can return to your post.

West Door Greeter

1. The previous rules apply here as well.
2. You may be required to assist families with young children in finding the modular. If possible have a Grace "regular" walk them down and meet Chrystal in the modular so you can stay at the door. If there is no one available, never let them walk alone, walk them down yourself. You may miss welcoming a regular attendee, but you will make a larger impact on the visitor.

Welcome Desk Volunteer

1. Encourage everyone to wear a name tag.
2. Hand out visitor packet to visitors.
3. Assist parents with young children check them in for the nursery ministry.
4. Help people find signup sheets located on the counter.
5. Try to not get drawn away from the counter if possible.

Please arrive 20 minutes prior to the beginning of the service. Stay at your door for a minimum of 10 minutes after the service starts.

Thank you all for your willingness to serve Christ as you provide service to Grace Chapel Castle Rock.