



**TRINITY EPISCOPAL CHURCH  
TRUMBULL, CONNECTICUT**

# **GREETER'S GUIDE**

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Thank you for serving Trinity as a Greeter! This is a very important ministry and in partnership with the Ushers, you are responsible for the first impression people have when they walk through our doors to attend a service. The intent of this guide is to be clear about what it means to be a Greeter at Trinity and to offer some helpful hints.

### General Comments:

Everyone is unique and are seeking different things from a church community. Some enjoy being welcomed enthusiastically while others prefer to stay relatively anonymous and probably will not want to stay for coffee hour. Use your best judgement when determining who is who.

Don't be worried about greeting a long-time member as if it was their first visit – you aren't expected to know who everyone is. Watch for clues about their confidence in entering the church.

### Before the Service:

- Please arrive 15 minutes prior to the service, 25 minutes prior to high attendance services such as Easter and Christmas.
- Wear your Greeter Nametag – they are found in the name tag board.
- Close the doors from the hallway into the Nave nearest the Baptismal Font – this will direct people to enter through the Narthex.
- Place the name tag table parallel to the main aisle so that folks need to walk around it while they are entering the church.
- Ushers help regular parishioners get their name tags. YOU help newcomers by making out a name tag for them.
- Position yourself in the Narthex between the front door and the doors into the Nave so that you can both see people coming in the front door and those entering from the back door and coming down the hallway.
- Unless the weather is inclement or too cold, always open the front doors of the church as it sends a message that “we are open and invite you to join us”.
- For the newcomers, invite them to sign the Guestbook and give them a Trinity pen and a Visitor Card to fill out and ask them to place it in the collection plate. Pens and Visitor Cards will be in a box on the shelf below the Guestbook. Help them to get seated.
- Answer any questions that they may have and if they have children, ask if they would like to join the Church School class. If the children are younger and they are not going to the Church School, be sure they get a pew kit. If they want to have their child attend Church School, introduce them to one of the Ushers and ask the Usher to take them to the Undercroft to meet the Church School teacher. Pew kits will be on the Narthex pew to the left side of the doorway into the Nave.
- Let them know the location of the coat closet and the lavatories.
- After the service begins, remain in the Narthex for about 5-10 minutes before taking your seat so that anyone who is a few minutes late won't be left feeling unwelcomed!

### During the Service:

- Be alert during the service for any newcomers that arrive so that you can catch up with them following the service.

After the Service:

- In the receiving line, introduce the newcomers to the Rector.
- Invite the newcomers to join us at Coffee Hour and stay with them until you can introduce them to a few of the Parishioners. Some folks will not want to stay – smile and thank them for coming and ask them to come back anytime.
- If they did not have the opportunity to sign the Guestbook or fill in a Visitor Card, give them a Trinity pen and invite them to do so. (They can keep the pen)
- Overall, your duty is to be a good host. Smile a lot. Say “Welcome” a lot.

The following Greeter Summary will be printed on smaller laminated card stock and be available on the table in the Narthex to the left of the doorway into the Nave:

**GREETER SUMMARY**

- ✓ **Arrive 15 – 25 minutes early**
- ✓ **Close doors near Baptismal font**
- ✓ **Open church doors unless inclement or too cold**
- ✓ **Move Name Tag table parallel to main church entrance**
- ✓ **Prioritize greeting newcomers or those you don't recognize**
- ✓ **Fill out a name tag, give them a Trinity pen and Visitor Card, ask them to sign Guest Book**
- ✓ **Invite to Coffee Hour, answer any questions, mention location of rest rooms, coat closet and Parish Hall**
- ✓ **If children, ask Usher to accompany them to Undercroft**
- ✓ **After service begins, stay in Narthex for 5-10 minutes to greet late arrivals**
- ✓ **After the service, introduce them to the Rector**
- ✓ **Accompany them to Coffee Hour and introduce them to a few folks**