



CENTRAL

UNITED METHODIST CHURCH

Welcome Team Information
March 2023

Greeting is hospitality as embodied by Christ



- Jesus, who laid aside his crown to come down, his glory to join us, represent all sides of hospitality. He was both the needy and the giver. He is portrayed in the Bible “as a vulnerable guest and needy stranger, one who ‘came to his own home’ and often received no welcome (John 1:11)”
- When we are the giver, we are like Christ and give to those who are likewise like Christ. When we need the provision of others, we are like Christ, and those who give are likewise enabled to become like Christ.
- In Luke 14, in the parable of the great banquet, Christ instructs us to make a place at the table for the poor, the crippled, the blind, the lame, the “other,” “those people.” God has welcomed to his table. We are the marginalized, the needy, the dead and dying, yet God has made a space for us at his great banquet

Qualities of a Greeter



- Colossians 3:23-24 “Whatever task you must do, work as if your soul depends on it, as for the Lord and not for humans, since you know that from the Lord you will receive the inheritance as your reward; you serve the Lord Christ.”
- Kind and warm-hearted
- Smiling
- Look for the image of God in others: make eye contact
- Willing to take a risk that kindness won't be returned
- Don't judge others on appearance
- Honor others
- Other-focused
- Eager to initiate friendliness
- Acknowledge and value children

Best Practices for Greeting



- Maintain a relaxed, open body posture
- Initiate friendliness
- Fully face the visitor
- Make eye-contact
- Offer hand for handshake, may end up a fist bump, or lightly touch on the arm or shoulder
- Say:
 - “Good Morning! Welcome to Central!”
 - “I’m (name), I don’t think I know your name yet.”
 - “We’re glad you are here this morning”
- “How can I help” - Immediately offer help
- For directions, show them where they are on the map, give them the map and offer to escort them
- If you see someone you know introduce them, suggest they show them into the worship space
- Greet children first, then parents

Ways NOT to Greet

- **Don't say:**
 - “Are you new here?”
 - “Is this your first time...?”
- Don't
 - Cross-arms
 - Side-face people
 - Not smile
 - Not talk
 - Talk too long
 - Ask too many questions
 - Slouch against wall
 - Socialize with friends while visitors slip by

The Sunday Morning Checklist

BEFORE

- Get up earlier than usual to give yourself plenty of time (your job is so important Satan will try to throw you off)
- Make sure you smell good—body and breath
- Pray God will use you to intervene in someone's life
- Arrive early
- Pick-up name badge and announcements at Welcome Center
 - Inspect and refill inserts as needed
- Be familiar with bulletin and calendar of events
- Pick up signs or banners (first shift)



CENTRAL
UNITED METHODIST CHURCH

The Sunday Morning Checklist

IN POSITION

- Don't get caught in long conversations with friends
- Notice needs and offer corresponding help
- Wash hands often
- Listen to people and be attentive to their needs
- Before heading into service/Sunday School, inspect the closest bathroom and alert caretakers if necessary



CENTRAL
UNITED METHODIST CHURCH

The Sunday Morning Checklist

AFTER

- If you met a visitor before the service, be in position to greet them by name after the service.
- Remind them to leave their Connect Card at the Welcome Center desk
- Invite them to an upcoming event, Sunday School, etc.
- Return badge and any signage to The Welcome Center
- Thank God for all the people you met today.



CENTRAL
UNITED METHODIST CHURCH

Be Knowledgeable



Greeters Will Need to Know:

- Location and times of worship services
- Welcome Center (The Commons)
- Nursery check-in location (right side of preschool hall)
- Children' Church pickup (left side of preschool #145/147)
- Children's Sunday School Hall (second floor directly above the Preschool hall, ages are marked on the door)
- Youth Sunday School Hall (second floor directly above admin offices hall)
- Adult Sunday School Classes
- Bathrooms
- Stairs
- Where to find bulletins
- Where to find children's worship packets
- Be prepared to escort people to classes, worship spaces, bathrooms, stairs, welcome center
- Morning announcements/church calendar and events
- Water fountains, first aid
- The Security Guard names
- Sunday morning entrances and parking lots

Greeter Zones



1. The Commons

- Responsible for people entering the main doors (**Exhib. A**) off Irby Street parking lot
- Area from the doors to the preschool hall entryway and the the sofa sitting area (**Exhib. B**)
- Welcome Center (**Exhib. C**)
- Make sure the sign with the arrows (**Exhib. D**) is in a visible location

2. Preschool Hall

- Responsible for people entering the Coit St. door (**Exhib. E**), the entrance beside the playground (**Exhib. F**), and anyone coming from the Cheves Lot door (**Exhibit G**) that did not go into The Well.
- Make sure The Well signs are in place:
 - In the preschool hall
 - Outside Coit St. door
 - Outside Cheves St. door

3. Cheves St. Hall

- Responsible for people entering the door directly off Cheves St (**Exhib. H**) and the door from the Cheves St. admin lot (**Exhib. I**).
- Area from where the Cheves St hall joins The Commons and the refreshment table (**Exhib. J**)

Exhibits: The Commons



**Main/Irby St Lot door
Exhibit A**



**Zone Area
Exhibit B**



**Directional Sign
Exhibit D**



**Welcome Center
Exhibit C**

Exhibits:

Preschool Hall



CENTRAL
UNITED METHODIST CHURCH



**Coit St. door
Exhibit E**



**Playground door
Exhibit F**

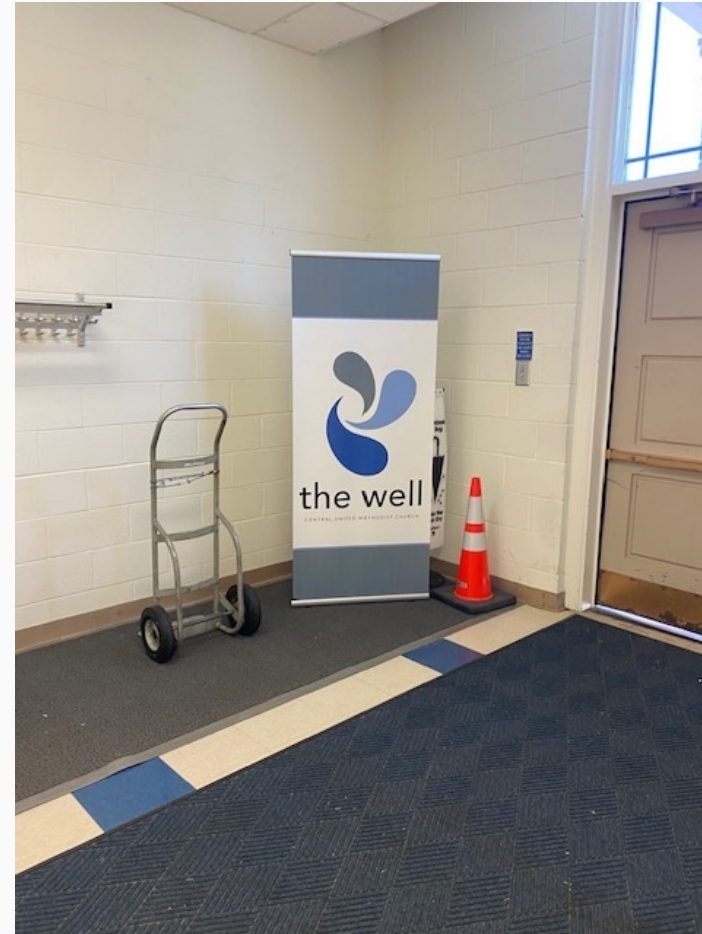


**Cheves St. door
Exhibit G**

Exhibits:

Preschool Hall

Signs



Sign for Preschool Hall. Place in the Preschool Hall at the end of the kitchen/The Well hallway facing The Commons



CENTRAL
UNITED METHODIST CHURCH

Exhibits: Preschool Hall Signs

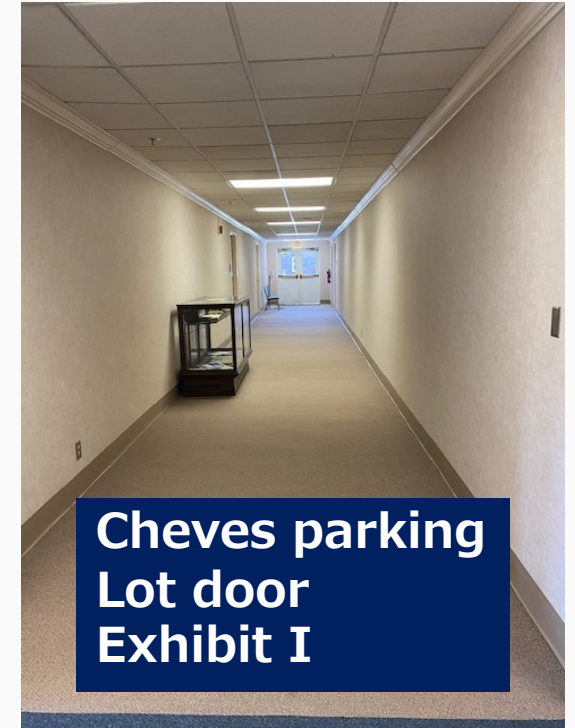


**Sign for outside Coit St Door
Sign flag and base are under the stairs closest to Coit
st entrance. Metal base legs unfold flat and then insert
flag into base stand. You can use the stair exterior
doors to put the flag out and back in.**

Exhibits:
Cheves St.
Halls



**Cheves St. door
Exhibit H**



**Cheves parking
Lot door
Exhibit I**



**Cheves St Zone
Exhibit J
(refreshment table)**

Name Tags and Inserts

