

## **Trinity Green Trails Guidelines for Greeters**

### **Self-Preparation**

1. Dress can be casual, but should be neat.
2. Don't be too informal, as visitors will partly form their impression of the church.
3. Fresh Breath and deodorant : )
4. Name tags - available at the Connecting Point Desk.
5. Prayer — Ask God to help you greet everyone and that all who visit may discover Him.
6. Arrive 15 minutes before service and stay 15 minutes after the service.

### **Before the Service**

1. Check the entry area for cleanliness and tidiness.
2. Fix what needs to be straightened up.
3. Make sure doors are unlocked and opened.
4. Be sure that you are familiar with answers to common questions like 'where is the bathroom?'

### **As people enter**

1. Greet people in an appropriate fashion - "Good morning/evening, welcome to Trinity!" or some variation of that.
2. Handshakes are not required but be ready if someone responds to your greeting by extending a hand. Be sensitive to closed postures of those who don't like handshakes.
3. Greet everyone.
4. Greet people by name if you have met them.
5. Greet the children too!
6. Smile.
7. Depending on the pace of people entering, you might inquire, "How's the family?" or "How are you doing?" or "It's good to see you today!"
8. Watch for people who need assistance, elderly being dropped off at the front door, parents with strollers or young children, etc.
9. Open doors for people when you can

### **Noticing new guests**

1. Look for people you don't recognize.
2. Offer your name and see if they offer theirs.
3. Handshakes are typical, but be sensitive to the closed posture of guests
4. Don't lavish too much attention on first time guests. Take your cue from the guests.
5. Smile.
6. Offer to answer questions they may have or take them to the Connecting Point Desk to the Service Host.

### **After the Service**

1. Greet people by name as you can.
2. Thank new guests for coming.
3. Open doors when you can.
4. Seek out those who don't look connected, lead people to the Connecting Point Desk.