

St. Mark's Lutheran Church
Greeter Information and Instructions

Before Worship

- Please arrive 20-30 minutes before worship
- Station 1 greeter in the Welcome Center and 1 greeter in the Commons near the top of the stairs

Welcome Center Greeter

- Make sure all 4 Welcome Center doors are unlocked. There are two Allen keys located in the Welcome Center to unlock the doors. One is on top of the fire alarm signal on the right side door near the covered drop off, and the other in the decorative fish on the bookshelf in the corner.
- Make sure lights are on in the Welcome Center and at the bottom of the stairs
- Wear your name tag – it's a good reminder to members to put theirs on when they get upstairs, and is hospitable to visitors
- As people enter the building, provide a warm welcome (i.e. introduce yourself, make eye contact, etc)
- When there is a visitor, share your name, and direct them to the staircase so they know how to get to the sanctuary

Commons Greeter

- Wear your name tag – it's a good reminder to members to put theirs on when they get upstairs, and is hospitable to visitors
- As people come up the stairs, provide a warm welcome.
- Remind members to wear their nametags.
- Invite visitors to make a stick-on name tag (on guest book stand)
- Invite visitors, to sign the guest book if they would like – "We'd love to get your contact information so that we can follow up with you!"

After Worship

- Try and connect with visitors in the Sanctuary or Commons after worship. Invite them to coffee hour or Faith Formation (8:30), show them around the building, or introduce them to the pastor.

Welcome Center – First room you walk into as you enter the building from the parking lot

Commons – Room at the top of the main staircase

Narthex –Room at the back of the sanctuary

Red Doors – Entrance from N. Liberty Street into the Narthex