

**Messiah Lutheran Church**  
**Guidelines for Greeters**

*Updated 9/17/14*

1. It is our hope that all visitors and members will receive a warm smile, a handshake and a cordial greeting when they come for worship. We want people to feel welcome at Messiah.
2. We ask that the greeters arrive no less than 15 minutes prior to the scheduled start time of the service you are scheduled for.
3. Pick up your nametag (or make a new one) from the top drawer under the counter just as you walk into the office.
4. Please give directions to visitors as needed.
5. Invite all to coffee hour in the atrium (10-10:30 a.m. each Sunday).
6. Greeters are asked to keep track of visitors and make them feel welcome following the service also if possible.