Welcome And Greeting

Worshipping and Greeting Ministry

Richland Road Church of Christ
Marion, Ohio

Welcome to [church name] this morning!
We’re glad you are here this morning.
Good morning and welcome to our church
I’ve not met you yet! Welcome.
I don’t believe I’ve met you yet. Have I?

Sample one line greetings for parking lot or entry greeters or for your members to say in a hallway:

- Welcome to [church name] this morning!
- We’re glad you are here this morning.
- Good morning and welcome to our church
- I’ve not met you yet! Welcome.
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Time commitment:

You are asked to serve each Sunday for one month.
You are asked to be in place 20 - 30 minutes before service.

If you are unable to serve, please contact Aggie Crum at:
419-864-8660

Thank you for SERVING and may God richly bless you in your effort to welcome others.

Simple Facts To Remember About Visitors

Most visitors decided in the first 60 seconds whether they will return again.

Two most threatening time for visitors:
- Entering the building
- After the services

Is your thermostat set on friendly?
96% of the people who think you are unfriendly will never tell anyone at church.
90% of the people who think you are unfriendly will never come back.
Each visitor that thinks you are unfriendly will tell 9 others you are unfriendly.
13% will tell 20 other people you are unfriendly – some like to spread bad news.

What visitors are looking for:
- Friendliness
- Authentic worship
- Children’s program
- Adult program
- Attractive building

To get visitors to return a second time they must be:
- Identified
- Introduced to other members
- Invited to go out to eat, to attend next Sunday, etc.

When visitors return:
- First visit is a time of testing.
- Second visit is to see if first impressions were right.

What do I say to people coming into the church?

Sample one line greetings for parking lot or entry greeters or for your members to say in a hallway:

- Welcome to [church name] this morning!
- We’re glad you are here this morning.
- Good morning and welcome to our church
- I’ve not met you yet! Welcome.
- I don’t believe I’ve met you yet. Have I?
Thank you for serving!

Thank you for your willingness to volunteer to be counted as one of our greeters in the coming year. It’s our goal to encourage enough members to volunteer as greeters that you will have to serve for one month in the coming year.

Greeting visitors and fellow members at church is such an important part of the Worship and Greeting ministry of the church. Greeters form part of the first impression that a visitor receives as he enters the building. While greeting visitors is everyone’s responsibility, it is very important to have designated people to make sure all visitors are given a warm welcome. Every visitor is a gift from God, and should be treated as such! They didn’t show up by chance.

The purpose of this brochure is to give you suggestions on helping every greeter to do a successful job of making all of our members and visitors feel welcome to our worship services.

Self-Preparation

- Dress appropriately as we are representatives of Christ and His Church.
- Fresh Breath (mints are helpful or those sprays).
- Deodorant — particularly if you like to hug those whom you know.
- Prayer — Ask God to help you greet everyone and that all who visit may discover Him.
- If you recognize a person as a first time visitor, give them a visitor packet.

Before the Service

- Arrive at the church building 20-30 minutes before the service is scheduled to begin.
- Check the foyer for cleanliness and tidiness.
- Fix what needs to be straightened up.
- Locate bulletins.
- Make sure doors are unlocked and opened.
- Be sure that you are familiar with answers to common questions like ‘Where is the bathroom?’
- Locate information packets for first time visitors.

As people enter

- Smile.
- Greet people in an appropriate fashion.
- Handshakes are typical, but be sensitive to closed postures of those who don’t like handshakes.
- Greet everyone.
- Greet people by name if you have met them.
- Greet the children too!
- Depending on the pace of people entering, you might inquire, “How’s the family?” or “How are you doing?”
- Hand out bulletins.
- Worship bulletins are available for children (one bulletin for children ages 4 – 6; the other for children ages 7 - 12).
- Pay special attention to those with special needs or needing assistance of any kind. For example, opening doors or assisting with seating.
- Greeters should be cautious to not be so involved with their friends that you are not making personal contact with everyone who enters.

Noticing church visitors

- Look for people you don’t recognize.
- Offer your name and see if they offer theirs.
- Don’t lavish too much attention on first time visitors.
- Take your cue from the visitor.
- Smile.
- Offer to answer questions they may have.
- If there are children with the visitor, offer information about what your church does, or point them to the one who can share that information in depth.

10 tips for greeters in the church.

Remember, it’s more than a handshake.
1. Smile.
2. Fresh breath.
3. Make eye contact
4. Take initiative and greet.
5. Don’t ask “Are you new?”
6. Don’t ask “Is this your first time here?”
7. Offer a bulletin.
8. Personal warmth — look like you enjoy welcoming people.
9. Say “I don’t think I’ve met you yet, I’m {insert your name here}”
10. Introduce visitors to other members and introduce them by name.