



Thank you for your willingness to extend God's Love to all who attend worship at Saint Andrew's. Be assured that your welcome is very important to all who appear on Sunday Mornings.

Please use the following as a guide. Our goal is to provide a comfortable and hospitable experience for all. Please provide your suggestions for improving these guidelines with ways to improve our welcoming ministry.

### Before the Service

1. Please be in position as greeters at least 15 minutes before the service.
2. There is a mailbox in the upper left corner of the congregation's mailboxes with greeter's badges, forms, blank name tags, and sharpie pens.
3. Please wear your name tag and a greeter's badge to help others identify you if they need information.
4. A Welcome Center table is located near the door nearest the Parish Administrator's office. It is intended to have Visitor folders, blank Saint Andrew's laminated name tags, wet-erase pens, and maps of the facility. Tables with program and congregational information are located along the wall facing the mailboxes.
5. Stand near the Welcome Center table and greet as many people as you are comfortable. Avoid longer conversations with people you may already know. Be bold in asking people if they are here for the first time.
6. When there are two or more greeters, one should stand near the intersection of the Sunday School hallway and the main corridor near the coat racks. This is a main "decision" point for first time visitors unfamiliar with our facility as they enter from the parking lot. Greet each person and remind them to get a name tag at the Welcome Center Table.
7. At the Welcome Center table, give each First-Time visitor a blue Welcome folder. Provide visitors with a Welcome form for them to fill out and return. Instruct them return it to the welcome center at the end of the service or simply place it in the offering basket.
8. After the Prelude and the Pastor's Greeting, move to the worship center to enjoy the worship service.

### After the service

1. Stand by the Welcome Center table to answer any questions, to be available to any First-Time visitors or to assist the Pastor by giving any information that may be helpful to visitors or members.
2. Return the Greeter's Badge to the Greeter's box where you found it.