

Kearsarge Community Presbyterian Church
Greeter Instructions
October 2015

Thank you for your willingness to help with greeting guests and members of Kearsarge Community Presbyterian Church.

1. Arrive to the church early and be prepared to greet at 9:30 a.m.
2. Familiarize yourself with the location of the bathrooms, the coat rack, the nursery and the Sunday school classrooms.
3. Stand to the left of the front door just inside the foyer.
4. On Sundays when the climate is cool, don't forget to wear gloves and a warm coat.
5. On warm sunny days open the front door of the church and prop it open.
6. Welcome attendees with a smile, a firm handshake and extend a friendly word of welcome and introduce yourself (if you don't know the attendees).
7. For visitors and first-time attendees, turn and introduce them to Pastor Bob.
8. Remain on duty until approximately 10:03 a.m. to accommodate late comers.
9. Peek out into the parking lot to ensure there are no late arrivals prior to leaving your post.
10. Remember to immediately wash your hands! While we want to extend the handshake are welcome to all attendees, we don't want to share germs!