

GUIDELINES FOR GREETERS

1. Always have a smile and a positive attitude.
2. **It's very important that you arrive by 09:30 a.m. on Sunday mornings, by 5:30 p.m. on Sunday Evenings, and by 6:30 on Wednesday evenings. Please remember that you are scheduled to greet on Sunday Morning and Evening, and the following Wednesday evening, unless you teach Small Group Bible Study.**
3. When a guest arrives, make sure that you welcome them personally. **Point out the detachable visitor form in the bulletin.** Tell them to fill out as much of the data as they are comfortable with and either place it in the offering plate, leave it on the welcome center, or give it to an usher or greeter.
4. If they have children, please escort them to the nursery, Small Group Bible Study class and/or Children's Church. Remember to introduce the guest to the teacher or nursery attendants.
5. On Sundays, escort the guest to the sanctuary doors and introduce them to the Usher on duty. The Usher will seat them. If possible, introduce them to other church members of pastoral staff.
6. On Wednesday evenings, please assist guests with finding an age-appropriate class for children and young people, and finding a class for adults, showing them the coffee bar area, etc. Again, please introduce them to any church member or pastoral staff you might meet on your way.
7. **If you cannot greet during your scheduled time please let Laurent or Jean Langevine know as soon as possible, or Pastor Diane Jones if you cannot reach either of the Langevines.**

<i>DATE</i>	<i>MAIN/OFFICE DOORS</i>	<i>BAY AREA</i>
SEP 01	Hank Hargrove & Scott Pitre	Richard & Katrina Heaton
SEP 04 (Wed)	Ted Smith	The Langevines
SEP 08	The Scotts	Lisa Hall & Grace Morin
SEP 11 (Wed)	Ted Smith	The Langevines
SEP 15	The Sauers	Rose Hamidian & Susan Crnkovic
SEP 18 (Wed)	The Langevines	Al & Betty Blevins
SEP 22	Julie Garay & Azaila San Miguel	The Garcias
SEP 25 (Wed)	Julie Garay & Azaila San Miguel	The Langevines