

# MORENO VALLEY SDA CHURCH

## 2023 Church Officers' Job Description

### **GREETERS MINISTRY**

When a person steps into a church for the first time, he or she evaluates the atmosphere. He asks himself: "Will they accept me? Will it be easy to make friends? Will my spiritual and personal needs be met? Will it be easy to find my way around? Will my family like it here?"

The newcomer will quickly come to some conclusions during the first few minutes. First impressions are often lasting impressions. Consequently, the ministry of the greeters is one of the most important ministries that happens in any congregation!

The greeter performs a major role in ensuring that people see and experience a welcoming reception in the church. In Christ, you have received God's unconditional love, and, in Christ, you are called to extend that same unconditional love to others.

The ministry of greeting is perhaps one of the most crucial in the church because it is one of the most visible. It is a ministry vital to the saving work of the church.

Duties of the Head Greeter:

Scheduling and coordinating all greeter activities. Schedule two greeters per Sabbath.

Above all else, Greeters must have a caring heart:

1. When you notice unknown guests, introduce yourself first, extend a welcome, and then ask for the visitors' names. While the visitors write in your guest book or complete registration cards, call over an usher or deacon.
  2. Introduce the visitors to this person who will show them to a seat or help them in finding Sabbath School classes, or the parents-room, etc. It is especially important that you make a record of each visitor and turn this over to the pastor or interest coordinator. This is an important source of new members when properly followed up.
- If guest attends more than once at the church, introduce the guest or family to the pastor, Elders, or other members that can make them feel welcome.
3. Take an Interest in People. The congregation depends on the greeters to make their church personal. If you really care about people, they will be able to see it. Some are shy and will want you to preserve their dignity by not being too forward. Others are gregarious and want to be asked questions. Try to sense needs such as those who are confused about the location of children's activities or need access to a rest room, etc. Be as helpful as you can.
  4. Invitations to Fellowship luncheon. If there is lunch that Sabbath at the church, invite the guests to attend.
  5. Listen for Deeper Needs. People come to church burdened with hurts, disappointments, and personal crises. As you have opportunity, steer hurting people to those in the church family to

# MORENO VALLEY SDA CHURCH

## 2023 Church Officers' Job Description

whom they can turn to for help—the pastor, professional or peer counselors, teachers, physicians, social workers, Adventist Community Services leaders, and others. Use your knowledge to meet people at their points of need.

6. Distribute Materials. Your task as a greeter has more to do with relationships than mechanical aspects like handing out the church bulletin. At the same time bulletins are also important! Many churches have a special handout or packet for visitors also. This often includes a map of the Sabbath School rooms, some history and a list of week-day activities like bible study groups, Pathfinder Club, health classes, the Adventist Community Services Center, family life workshops and Bible seminars. If your church does not have something like this, perhaps the greeters should meet to prepare one.

In short, the Greeters can assist in:

- Greeting and opening doors
- Giving out bulletins and welcome packets
- Assisting visitors in filling out registration cards
- Sending out thank you cards to guests who have attended the service
- Being warm and friendly, yet perceptive of each person's differing comfort levels. A happy face and cheerful countenance is essential.

Appropriate Spiritual Gifts:

- Hospitality
- Helps
- Discernment

Time Commitment:

On assigned Sabbaths, the greeter will arrive no later than 9:15 AM for Sabbath School and stay until 11:30 AM for church services. Greeters have the option of staying at their station until after the service, should they choose to do so, but it is not obligatory.

---

Name/Signature

---

Date