

# Serving the Sunday Assembly as a Greeter

*“Show hospitality to one another without grumbling.” – 1 Peter 4:9*

## ***Background***

Hospitality is an important part of our Judeo-Christian heritage. Jesus reminds us in Luke 14 that when we have a feast, all are invited—the poor, the differently abled, and those unlike us. The primary role of the greeter is to welcome and provide hospitality to all our guests and members, making them feel comfortable in our space, as an expression of God’s welcome and grace.

## ***As Our Greeter***

- 1) Please arrive 20 minutes before the service. The first time you serve as greeter, please arrive 25 minutes before the service and check in with the parish assistant to get acclimated.
- 2) When you arrive, ensure the worship space and entry spaces are presentable (i.e., ensure that there are no extra papers in the narthex [entryway/vestibule], the children's play space is tidy, the pews are free of papers, and seat cushions are returned to the bench in the narthex).
- 3) Ensure the tea lights in front of the three icons are lit. If not, the lighter and extra tea light candles can be found in the drawer of the table where the basket of bulletins is kept.
- 4) Put on a nametag with your name written in large letters and the word “greeter” under your name.
- 5) *In summer* – Open the front doors using the green bungee cords in the drawer of the bulletin table. You can easily clasp the cord to the railing behind the door and hook the other end to the door handle. Also, please ensure all fans are turned on and that the handheld fans are ready to hand out.
- 6) *In winter* – If it’s actively snowing and time allows, help keep the front steps clear of snow and ice. At the bottom of the southwest stairwell, you will find a shovel and pet friendly ice melt to help. If there is more than one greeter, and excessive water, snow, or ice is inside the narthex, there is a mop under the stairwell near the men’s bathroom that can be used to clean up.
- 7) As people arrive for the service, give them a bulletin and a smile while saying “good morning, and welcome” (or something similar). Be sure to greet children on their level and invite those age kindergarten to 5th grade to attend Sunday School.
- 8) Please be mindful of your interactions as a greeter. You may be tempted to chat with friends for a longer period of time than with other guests, or to only passively engage with visitors and guests. Resist these temptations, and do your best to welcome visitors and guests with your full attention and eye contact, but without being overbearing. Remember that some people may simply want to slip in and out of church without much interaction for whatever reason, while others may want to fully engage from the moment they arrive. Be sure to look for clues that indicate their preferred level of engagement (e.g., if they turn away, limit their conversation, look away, or are hesitant in other ways, this may indicate a preference for no further engagement).
- 9) Answer any questions visitors and guests might have about the building. A few of the common questions and their answers are listed below.
- 10) One greeter should continue handing out bulletins to late arrivals. A good time to be seated is after the first reading if there is no baptism, or during the blessing of the water during a baptism.
- 11) After the service, help clean up: pick up bulletins in the pews and narthex, throw away trash, close the front doors and turn off fans (in the summer), return seat cushions to the back bench, blow out icon candles, and clean up the children’s play space.

## *Basic WPLC Facts*

- 1) **Bathrooms** – Gender-specific bathrooms are located in the basement, which should be accessed at the bottom of the southeast staircase (closest to Hoyne & Le Moyne). The men's is diagonally across the Social Hall and down the hallway on the left. The women's is directly forward from the bottom of the stairs.
- 2) **Gender-neutral bathroom** – The gender-neutral bathroom is located in Pastor Jason's office. Pastor's Jason's office is located on the west side of the Fellowship Hall through the door with the exit sign and through the door to the right of the computer. During the service, the parish assistant can provide directions and/or entry to the pastor's office if it is locked.
- 3) **Nursery** – The nursery is staffed for children up to age 5 and is located on the northern side of the Social Hall in the basement.
- 4) **Sunday School** – Sunday School begins at 10 a.m. for students kindergarten through 5th grade. The classroom is located in the basement on the northern side of the Social Hall next to the nursery. On certain baptism Sundays, children will start in the sanctuary before heading down to class. The chalkboard at the nursery entrance should indicate where Sunday School children will start (upstairs or downstairs).
- 5) **Elevator/Lift** – There is none at this time. If a wheelchair-bound member or visitor arrives, please attempt to recruit one or more other people to help carry the person in. The parish assistant and pastor can also assist in recruiting helpers.
- 6) **Coat Rack** – The coat rack is located at the bottom of the southeastern staircase (near Hoyne & Le Moyne). Items are unattended, and so are left at people's own risk.
- 7) **Extra name tags, pens, welcome cards, bungee cords, tea lights for icons, lighter** – These items can be found in the small drawer of the bulletin table in the narthex.
- 8) **Water** – A water cooler is located in the Fellowship Hall next to the sanctuary. If needed, please replace the water bottle with a full bottle from the front vestibule of the church rental units, which are located at 2112 W. Le Moyne. The vestibule does not require a key.
- 9) **Changing Table** – A changing table is available in the nursery and in both the men's and women's restrooms.
- 10) **Fellowship Time** – Fellowship time is after all Sunday services in the Fellowship Hall located on the northern side of the narthex next to the sanctuary.

If you have any questions before the service, please contact Pastor Jason ([pastor@wickerparklutheran.org](mailto:pastor@wickerparklutheran.org)) and he'll be happy to assist you further. Thank you for your service!

## *A Word of Thanks*

Thank you for providing hospitality at WPLC. One of the most important parts of our ministry is connecting with new people for the first time. You are likely to be the first WPLC person a visitor sees. Your grace, compassion, and assistance will leave a lasting impression. Thank you for serving and helping us all participate in God's holy hospitality!