

## Greeter To-Do List

*Feel free to bring your family to greet with you!*

1. Arrive at TCC at least 20 minutes before the service begins.
2. Stand at the entrance of the sanctuary. Greet every person with a warm smile and handshake as they enter; Extend a warm welcome and introduce yourself to visitors, invite them to coffee hour, introduce them to the pastor and a few members, etc. if possible.
3. Each person entering the church should be offered a bulletin. Offer to escort people to their seats, if desired. Advise newcomers with babies about the nursery downstairs.
4. **Special events** (e.g. baptism): Check the bulletin for any special event that may be taking place, and ensure front rows of pews are reserved if necessary.
5. Remain at the rear of the church for the first ten minutes of service, watchful for parishioners, or the pastor, who may need assistance.