**Job Description**

Job Title: Greeter

Reports To: Worship Elder

Consists of: Various Members of the Church

General Summary: Being a greeter is an important ministry. The greeter is often the first official representative of Jesus Christ seen by people entering Faith Fellowship. The attitude which they communicate will set the tone in preparing people’s hearts for worship. A Spirit-directed word of encouragement, reassurance or kindness may be the most significant ministry some people receive in their entire church attendance experience.

Primary Responsibilities:

* There should be two greeters each Sunday.
* Wear greeter badges. (located on refrigerator in kitchen)
* Greeters should be in position by 9:30 am.
* Position yourselves at the double glass doors leading into the sanctuary but where you can also see the other two entrances.
* Greeters should welcome all members and visitors with a friendly smile and warm greeting.
* Welcome people to worship and hand out bulletins.
* You should remain at the doors until the Worship Service has started. If one of the greeters is a choir member, they will need to leave in time to be in their seat prior to the service.
* In compliance with the Safe Sanctuary Policy, greeters are responsible for locking doors leading into the church (east, west and north) before greeters enter the sanctuary for worship. All doors must be locked with a key as well as a hexagon key which is located above each door. If assistance is needed, please see an elder.
* As worship begins, close sanctuary doors and kitchen door.
* Visitors
	+ Provide visitors with a Visitor Welcome Packet and any other information they request.
	+ If there is a visitor with small children, help them find the nursery, if needed. If possible, try to find a church member who can take them where they need to go.
	+ Encourage them to sign the Guest Register on the podium in the Narthex.
	+ Show visitors where they will find the sanctuary and the restrooms.
	+ If time allows, direct them to the fellowship/coffee area for coffee or other refreshments.

Other: Remember, first impressions are not so much about right doctrine, but the emotional and relational experiences one has with our church family.

Minimum Qualifications:

* Super friendly
* Super nice
* Knowledgeable
* Well versed on the Safe Sanctuary Policy