

December 2009

Dear Emmanuel Friends:

Thank you so much for signing up to greet at one or more services during the upcoming year. Your warm welcome will enhance everyone's worship experience at Emmanuel.

Enclosed you will find a greeter schedule for the year. The schedule includes each volunteer listed alphabetically along with their telephone number, the dates scheduled for greeting and the door to stand at to greet.

Below is a list of a few things to keep in mind each time you greet.

- Arrive 20 minutes prior to the service.
- Wear your name tag so it can be seen easily.
- "Greeter" tags are optional. If you want to wear one you will find them in the office on the mail trays just to the left of the door as you enter the office.
- Get a bulletin and scan the Opportunities and/or watch the monitors so you can share with attendees what is happening at the church on that particular day.
- Whenever possible, introduce people you recognize as visitors to a pastor.
- Let visitors know how to get to Celebration Hall to participate in the fellowship/coffee hour between services.
- And last but not least, remember to SMILE!

No schedule is perfect and we understand that you may find you have a conflict with a date you been scheduled to greet. However, we do believe, as you do, that greeting is an important part of the worship experience. So please use the enclosed greeter schedule to call other greeters to see if you can make a trade or ask someone to take your date. Calling the church office to let Jean know that you cannot greet will only result in no greeter at that door that week.

A reminder card will be sent out approximately 10 days before each date you are scheduled to greet. If you have asked another greeter to take your place, please give that person a call and pass on the reminder.

Thank you again for your commitment to share in this very important ministry.

Sincerely,

Beth Yeko and Beth Kring
Igniting Faith Committee