

## GUIDELINES FOR GREETERS

1. Always have a smile and a positive attitude.
2. **It's very important that you arrive by 10:00 a.m. on Sunday mornings, by 5:30 p.m. on Sunday Evenings, and by 6:30 on Wednesday evenings.** Please remember that you are scheduled to greet on Sunday Morning and Evening, and the following Wednesday evening, unless you teach Small Group Bible Study.
3. When a guest arrives, make sure that you welcome them personally and ask them to complete a Guest Registration Card so that we can have a record of their visit. Guest Registration Cards may be returned to the Welcome Center desk, or placed in the offering plate as it is passed.
4. If they have children, please escort them to the nursery, Small Group Bible Study class and/or Children's Church. Remember to introduce the guest to the teacher or nursery attendants.
5. On Sundays, escort the guest to the sanctuary doors and introduce them to the Usher on duty. The Usher will seat them. If possible, introduce them to other CARE ministry members you might see in the hallway as you move through the church.
6. On Wednesday evenings, please assist guests with finding an age-appropriate class for children and young people, and finding a class for adults, showing them the coffee bar area, etc. Again, please introduce them to any other CARE ministry members or pastoral staff you may meet on your way.
7. If you cannot greet during your scheduled time, please trade with someone on the list. Please notify the Church office if you have switched with someone. If you are unable to find someone to trade with, contact Pastor Bob, or Bob & Nancy, as soon as possible.

Date	Front Doors	Bay Area
May 2	Ted Smith	The Heatons
May 5 (Wed.)	Ted Smith	Nancy Heaton
May 9	Bernadette and Chris Scott	Cary Heath
May 12 (Wed.)	Ted Smith	Nancy Heaton
May 16	Doug and Cary Heath	Susan Crnkovic & Rose Hamidian
May 20 (Wed.)	Doug and Cary Heath	Al & Aaron Blevins
May 23	Sara LeVrier & Azalia SanMiguel	The Heatons
May 26 (Wed.)	Sara LeVrier & Azalia SanMiguel	Nancy Heaton
May 30	Tom, Mary Ellen & Rebecca Sauer	The Heatons