

## **JOB DESCRIPTION - GREETER COORDINATOR**

**JOB/TASK:** *Greeter Coordinator*

**NUMBER OF PERSONS NEEDED:** 1

**TIME COMMITMENT/FREQUENCY:** *Several hrs/month*

**SUPERVISOR /CONTACT:** *LPC Office Staff*

**MINISTRY GROUP RESPONSIBLE:** *Parish Life & Care*

**REFERENCES:** (people who have done this job and would be willing to answer questions about it) - *Jane Black, Linda Stevenson*

Greeters are needed for each worship service to provide a warm hand of friendship to visitors and members alike as they enter the sanctuary. Individual members, couples, or family groups may serve.

The names of greeters scheduled need to be available to the Church Secretary by no later than Wednesday of the week prior to the service in order to be listed in the bulletin and receive a reminder letter. The Church Secretary will be happy to receive a list of names for several weeks at a time.

The best source for obtaining greeters is the Church Directory, as most members are willing to be a greeter when called upon. As phone calls are made, it is helpful to note for future reference if possible whether a family generally attends the 8:30 or 11:00 service. Another way to locate potential volunteers is by personal contact during the coffee hours or at any church activity.

If the greeters do not show up as scheduled, or if it has been impossible to schedule them for any given worship service, the Duty Elder or Duty Deacon may substitute.