

# Door Greeter

At NGPC, we hope to be a warm and hospitable church. While we want to welcome and be hospitable to all who attend NGPC, specific attention should be given to visitors. The Bible exhorts us to show “...*hospitality to strangers*” (Heb. 13:1), and this is a concrete expression of love to those who might visit amongst us.

## Summary:

The Door Greeter role consists of:

- 1 NGPC member or family per week
- Being rostered approximately once every 4 months (2-3 times per year)
- Arriving early to greet all arriving to the worship service
- Welcome all people coming to the worship service, including kids
- Introduce yourself and chat to any visitors, then introduce them to someone they might connect well with.
- Provide directions to visitors regarding where to sit, toilets, coffee machine, morning tea etc.
- Prevent bottlenecking at the church entrance by encouraging people to walk through
- Take your seat at the beginning of the service
- Follow up any visitors you engaged with at the beginning of the service

Please note:

- If you are unable to take your roster turn, please contact another roster volunteer and arrange for a swap

## Duties in more details:

Before the service:

- Arrive to church around 9am to ensure no visitors are left without a greeter
- Wear your name badge if you have one
- Warmly greet all, but give particular attention to visitors.
- Introduce yourself by your first name and aim to get to know the visitor
- Offer any visitor a Bible for their use as needed
- Explain briefly how the service operates, where they can sit, where the toilets are located, inform them of morning tea following the service
- If visitors have young children direct them to the cry room and change rooms. Inform them that Sunday school doesn't run at NGPC but they can use these facilities whenever needed throughout the service. Reassure them that we understand children can be noisy at times.
- If possible try to connect a visitor with someone in the congregation by walking them over and introducing them. This will give you time to return back to the entrance foyer to greet others.
- Continue greeting until the worship service commences, close the bifold doors, and take your seat

After the service:

- Seek out any visitors you greeted to ensure they are being cared for
- Explain the morning tea process to them
- Introduce and connect them with others in the congregation as appropriate
- Introduce them to the elders if they have any specific questions about NGPC that you do not feel able to answer