

## Duties and Procedures

- If you have a conflict the day you have been scheduled, please arrange a trade with someone else on the list. Call the church office (612-722-8000) with the details, so the correct people are acknowledged in the church bulletin and Messenger.
- Be in the narthex to greet by 8:45am for the 9:00am service; by 10:20am for the 10:30am service.
- Wear a name badge so people can read your name. Name badges will be made for you and will be located on the shelf by the guestbook. If you do not find a prepared name badge, blank badges are available in the office in the drawer labeled Name Badges.
- Stand near the main doors of the sanctuary and greet people as they enter. *Note: For outdoor services stand near ushers at east and west sides of the lawn.*
  - Smile.
  - Address each person by name (if you know their name) and shake their hand. Feel free to make friendly small talk.
  - If you don't recognize someone, ask if they are visiting, and welcome them on behalf of the congregation (example "Thank you for visiting us. We at St. Peder's are happy to have you worship with us today"). Point out the location of the guest book and ask visitors to please sign it. If the person is a member, acknowledge that you have not met, and introduce yourself. You may also want to introduce the other greeter(s).
  - If visitors have young children, point out the children's activity bags located in the narthex, and advise them that we also have a nursery. The nursery is located in the lower level of the education unit (down hall and down stairs).
- Once the service has started, return your name badge to the guestbook shelf and join the service.