

Welcome Center Instructions

Please contact Charlie Wright for more information or questions (wright@me.com)

Arrival

- Please put on your nametag and be at the Welcome Center 20 minutes prior to worship.
- When you arrive at church, please position the Welcome Center desk to face the top of the stairs. The inside shelf contains some items to be put on top of the desk: a blue Sunday School information sheet; bi-folded church information sheets; a 3 ring binder with registration forms, and some artificial flowers.

Greeting

- Please stand in front or to the side of the desk so you are more approachable and greet guests with a smile and a handshake. Although you will be greeting friends and fellow members, remember that **your primary responsibility is to engage our guests, especially newcomers, and make them feel comfortable and welcome.**
- The greeters at the church entrances (a deacon and a trustee) will encourage guests to stop at the Welcome Center. When you see someone who appears to be new, hesitant or unsure, step up and welcome them to our church. Tell them your name and ask if you can help them in any way. Feel free to give them a copy of the bi-folded information sheet. If it seems comfortable, gently ask them if they would like to sign our registry in the three ring binder then pas the information to the Deacon of the Day.

Children

- If a family includes babies or small children, tell them about the nursery off the first floor corridor (same floor as the office) and the Hosmer Library off of Hartman Hall. The service can be heard and seen on a television in the library. They may ask to be shown the nursery. If you are alone at the desk, ask another member to show them.
- If there are older children in the family, their parents may have questions about Sunday School. There will be teenage Sunday School "shepherds" and sometimes a Sunday School superintendant nearby who can answer questions; they will be wearing blue nametags. Note that Merrill puts specific directions for families with children on an easel at the bottom of the stairs in front of you.

Afterward

- You may be seated in the Sanctuary at the beginning of worship. Please return to the Welcome Center during the last hymn. As the guests leave the Sanctuary, invite them to coffee hour in Hartman Hall. Ask them if they have any more questions or if they'd like to talk with one of the ministers (in which case, do your best to facilitate this).
- Before you depart, please leave the Welcome Center neat and orderly; and thank you so much for participating in this vital ministry!