

CICERO SEVENTH-DAY ADVENTIST CHURCH

MMT Job Descriptions 2015

Head Greeter and Greeters

When a person steps into a church for the first time, he or she evaluates the atmosphere. He asks himself: “Will they accept me? Will it be easy to make friends? Will my spiritual and personal needs be met? Will it be easy to find my way around? Will my family like it here?”

The newcomer will quickly come to some conclusions during the first few minutes. First impressions are often lasting impressions. Consequently, the ministry of the greeters is one of the most important things that happens in any congregation! Sometimes it is called “foyer ministry.”

Although a greeter’s love should be no stronger than is the love found in the rest of the body of Christ, nevertheless the greeter performs a major role in ensuring that people see and experience that love. In Christ, you have received God’s unconditional love, and, in Christ, you are called to extend that same unconditional love to others. The ministry of greeting is perhaps one of the most crucial in the church because it is one of the most visible. It is a ministry vital to the saving work of the church.

Duties of the Head Greeter:

Scheduling and coordinating all greeter activities.

Duties of Greeter:

1. **Welcomes those entering the building** for Sabbath services and/or church events.
2. **The goal is to make each person who enters know that he or she is welcome here**, feel as comfortable as possible, and receive what information they might need. Tasks include:
 - a. Greeting and opening doors
 - b. Giving out bulletins and welcome packets
 - c. Assisting visitors in filling out registration cards
 - d. Being warm and friendly, yet perceptive of each person’s differing comfort levels. A happy face and cheerful countenance is essential.

Appropriate Spiritual Gifts:

- Hospitality
- Helps
- Discernment

Time Commitment:

On assigned Sabbaths, the greeter will arrive ***no later*** than 9:15 AM for Sabbath School and 10:30 AM for church services.