

All Saints By-The-Sea Guidelines for Sunday Greeters

1. Review the new Three-Month Schedule as soon as you receive it. If you have a scheduling conflict, please secure a replacement for yourself and let the Church office know.
2. *Before Service* -- On your assigned day, please arrive approximately 20 minutes prior to the start of service and keep an eye out for anyone who appears to be a visitor and provide assistance. Try to stand about 15' in front of the main entry steps – so as to be visible to newcomers. Green Greeter tags are found on the wall, just inside the door in the vestment room of the church.
3. *Following Service* -- Stand next to the a clergy member at either the main door or main side door and let them know you are their “greeter” for that service (2 greeters for each service).
4. Be prepared to greet the new person(s) when the clergy introduces you.
5. Ask each newcomer where they're from, if they are visiting or if they live locally.
6. Suggest that the person obtain a “visitor information card” available from each pew and that they wear the rose appliqué at coffee hour so they can be recognized as a visitor and welcomed.
7. While still in the greeting line, introduce the newcomer to another All Saints parishioner coming through the line and ask that person to take the newcomer(s) to coffee. Ask them to fill out the Guest Book at the Welcoming Table. (If they receive a Welcome packet, they should put an X by their name so they don't receive another packet in the mail).
8. After you leave the greeting line, find the newcomer(s) or anyone else who seems new and introduce them to other parishioners around the coffee area. Through conversation, find out (1) What brings them to Santa Barbara; (2) If they have family here or have a family considering becoming active and the ages of children, if appropriate; (3) Previous church affiliation and their specific involvement (choir, vestry, Sunday School, etc.); and (4) Any other information offered. Thank them for attending service and invite them to return.
9. If someone seems particularly interested in becoming more active in All Saints, please call or e-mail Robbie Boyd in the church office with any additional details you've learned about the person(s) so he can include that in the personalized follow-up letter.
10. The next time you see the newcomer(s) in church (or elsewhere), be sure to say hello.

Thank you for your help!