**As a Greeter, your duties are as follows:**

* Arrive 15 minutes prior to worship at your assigned door. The greeting times currently are 9:30-9:45am. We have two doors that we cover – Commons Area (Upstairs) and 2nd Street Atrium (Downstairs), in addition to a floater in the upper parking lot. A Greeter should remain until 5 minutes after worship time begins.
* Please wear your name badge so people can get to know you as you welcome them to church. If you currently do not have a name badge, please let the volunteer coordinator know and we will get one made for you.
* Greet people with a SMILE and Welcome to Eureka United Methodist or Good Morning, etc.
* We understand schedules change so please let us know if you need to swap dates or times. You can also use the SignUpGenius volunteer lists to adjust your dates when needed. (These can be searched for under [tim.schulte@eurekaumc.org](mailto:tim.schulte@eurekaumc.org) on SignUpGenius site or via the link on the Volunteer page on our website.
* Get familiar with people as they come in through your doors. Most people will come in the same doors each week.
* Know where the restroom, drinking fountains, Nursery, JAM area and Sanctuary doors are located.  When needed, escort new visitors to the appropriate places. You could also ask another greeter/church member to cover your door or show the visitor to the appropriate area.

**As a Head Greeter, your duties are as follows:**

* Coordinate the greeting schedule via SignUpGenius and send emails to the current volunteer group when the sign up sheet is ready. Monitor the sign up sheet to verify there is coverage each week.
* Remind team members when it is their week to serve – via email, call or text message. It seems to work out best when the reminder comes from a known personal contact email address, as the signupgenius emails tend to get lost in the shuffle.
* Contact new greeters when they sign up and verify that they have a name badge. Help new team members with process and answer any questions they might have. (Volunteer with them their first weekend so they are comfortable with the process.)
* Keep an up to date roster, calendar and update the calendar EurekaUMC.org website.
* Notify the Pastors when new team members need to be recruited.
* Lead by example and step in to greet when needed.