

Greeter Instructions

Please arrive by 9:10 a.m. and wear a name tag (found in sanctuary).

There are two sets of greeters and two main entrances to the sanctuary. One set at each. Take whichever door you choose; first come, first served.

Main tasks:

1. Welcome everyone warmly. You are visitors' first impression of St. Matthew.
2. Try to help visitors with any questions and make them feel comfortable.
3. Have visitor's sign the Guest Book located on the Welcome table. Ask them to include their name, address and phone number.

Some items of information that might be useful to you in orienting visitors (and sometimes even current members) to our church facilities:

1. Re: Church School classes:
Church School children, ages preschool through Middle School, begin in the sanctuary with their parents and are dismissed to class at a designated time in the service. Their classes meet upstairs.
2. The Infant Nursery (children birth through 2 years) is downstairs where the Preschool used to be.
3. Rest rooms are located on the first floor near Dobstaff Hall and on the second floor across from "Joseph & Son" workshop.
4. There is a drinking fountain at the circle drive entrance.

Thank you for your interest and help.