

Helpful Hints for Church Welcomers

Before the Service

- Try to be at the church twenty to thirty minutes beforehand. If the following haven't already been done, then, as necessary: open church and toilets; turn lights on; open church windows; turn on fans or heaters.
- Ensure collection bags are at hand. Check supply of welcome cards for handing out to visitors.
- Ensure church bulletins are available for distribution. Hand these out as people arrive.
- Greet each person attending in a friendly and courteous manner. (Remember that first impressions are the longest lasting.)
- Hand out name badges and make sure you're wearing your own. (Try to learn the names of as many church members as you can – the church directory, with its photographs, is a useful tool for helping to do this. Knowing who the church members are will also help you to identify who visitors are.)
- If there is time to do so, inform the Pastor and/or service leader of visitors so that some acknowledgement of their presence can be made, either through special greetings or mention in the service.

During the Service

- If the church is fairly full, helpfully direct people to available seating.
- Turn off the front light during the songs so that the projected words will show up better. Turn the light on again after each song.
- Take up the collection. (Unless otherwise directed, this is usually during the third song. Start from the front, one on either side. When finished, one person should take the bags to the front and leave them on the side of the dais.)
- Enter the number of adults and children attending in the book kept for that purpose in the church entry.

After the Service

- Be attentive to those leaving the service, they may want more information or assistance.
- One of the welcomers should assist to count the collection and then sign the receipt book.
- Help to make any visitors feel welcome. Encourage them to stay for morning tea. Look around to see if any of them are standing on their own, and, if so, engage them in conversation and/or introduce them to other church members, especially any who you think may have similar backgrounds or interests.