



St. Paul's Coptic Orthodox Mission Church of Chicago

Ministry:	Welcome Ministry	Position:	Lead/Greeters/Basement Buddies
Location:	2500 N. Talman Ave	Travel Required:	Yes
Contact:	Nevine Mikhail	Time Requirement:	8:45am-11am Sunday
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>1. The Lead</p> <ul style="list-style-type: none"> • Recrute volunteers as Greeters & Basement Buddies • Train volunteers on roles and responsibilities • Update and advise Greeters on Greeters Guide • Scheduling every two months • Maintain supplies – communion cups, prayer requests, pamphlets, head scarves, signs • Ensure all new comers are added to database <p>2. Greeters</p> <ul style="list-style-type: none"> • Communicate with lead availability via greeters scheduling spreadsheet • Arrive at beginning of liturgy (8:45am) • Follow process for Greeters Guide on welcoming and informing new comers • Fill communion cups, pass head scarves, direct congregants to communion, and seating when required • Provide Fr James with list of new comers & guests • Ensure guests have an easy transition to breakfast/coffee/cornerstone – Basement Buddies <p>3. Basement buddies</p> <ul style="list-style-type: none"> • Bring guests/new comers downstairs to main hall for breakfast/coffee/cornerstone • Introduce new guests to others • Make sure they are well connected- New Comers form/Newsletter/Bible study... <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • Current Greeters – Nevine Mikhail, Maggie Riad, Tony Messieha, Kataherine Hermina • Current Basement Buddies – Anthony & Gabby Boulos, Mounir, Carla , Sarah • Greeters Guide attached below • Schedule: https://docs.google.com/spreadsheets/d/1oud2ZSa1ZphKc9_cW38lrpFRXU71pwHzwhC5WaH6WEU/edit#gid=1016012779 			
Last Updated By:		Nevine Mikhail November 2022	

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St Paul's Greeters Guide

Arrival by Church start time (8:45am)

- ✓ This ensures that we are greeting guests at the door rather going after them if they are already seated.
- ✓ If you arrive later, please check for new guests and capture their info.

At The Door

- ✓ Greet everyone as they enter with a smile & "good morning"
- ✓ Introduce New QR Code for Handout – Readings, Sermon, News...
- ✓ NEW TO OUR CHURCH: If you do not recognize the guest or know they are a visitor you may ask the following leading questions:
 1. "Is this your first time to Saint Paul's"- if yes, go to the next question, if no, you can break the ice by asking them to remind you of their name and give them your own name, then conclude by saying "it's nice to meet you".
 2. For new guests "Where are you visiting from? How long are you here? What brings you here?"...

New Guests

- ✓ Ask new guests or visitors to sign the guest book-"Would you please sign our guest book?" -Make sure you can read their writing
- ✓ Introduce New guests to QR codes – Hand out/ New to our church
- ✓ Introduce the order of communion- wait for usher, masks remain on, body & blood together, return to pew, fr will hand out bread after announcements row by row
- ✓ Introduce new guests to bathroom locations
- ✓ Conclude by asking them join us downstairs after liturgy for coffee & cornerstone
- ✓ write a note what you learned about our guest – reason for move, field of study, length of study, what college...etc
- ✓ After liturgy bring guests down for coffee & introduce them to others, if more than one guest ask another greeter to help you

Announcement

- ✓ Write a list of all new guests for Abouna – Name -from – reason for their visit
- ✓ Once list is complete, hand to Abouna(or deacon) at end of liturgy

New to our church QR Code

- ✓ If someone is new & has moved to Chicago, use the New to our church QR and have the guests fill it out



- ✓ Take a count of congregants during sermon/Take a count of congregants before communion. Enter both numbers in the Guest Book.
- ✓ Please ensure all prayer requests are at the altar by The Commemoration of the Saints.
- ✓ Please ensure communion cups are filled by Commemoration of the Saints.
- ✓ Please ensure head scarves are passed out before communion.
- ✓ Usher for communion line

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