

INSTRUCTIONS for GARDEN DOOR GREETERS

- Please arrive at 10:00 AM.
- Be sure to wear your name tag.
- Open doors and warmly greet church goers, and tell her/him that you are glad she/he came this morning.
- Point out the location of the coat room and restroom.

- If they have children with them,
 - Point out the white board which lists starting times and locations for Circles.
 - If the child will be in a Circle, the family must complete the registration form. This is for safety purposes, as it provides a contact name in case of an emergency.
 - Registration forms and brochures describing *Church for Children* are located on the shelf near the Garden door.
 - Marie Keifer or someone from *Church for Children* will be available to answer questions and assist directing the child to the correct room.

- If they have an infant, mention the Nursery Room to the rear of the Sanctuary. In the Nursery Room, babies can be babies while their parents can hear the service, which is broadcast to that room.

- Please remain at the Garden Door until 10:40 AM to welcome latecomers. Once the Sanctuary doors have been closed, you may admit latecomers through the door into Emerson Hall.