



Doylestown Presbyterian Church

Volunteer Job Title: Greeter

Reports To: Elaine Keckeissen, Office Manager

Time Commitment: Worship greeters serve 30 to 45 minutes per Sunday, and the number of Sundays served is up to the discretion of the volunteer. In addition to Sunday morning worship, greeters are also needed for Celebrate the Arts events, which occur five to six times per year.

Purpose: When a member or visitor enters the church, a greeter is present to offer words of welcome and to help those to enter feel cared for and comfortable. Greeters serve on the frontlines of DPC's hospitality efforts and play a critical role in setting the tone for a member or visitor's experience.

Duties:

- Greeters are to arrive 30 minutes before their assigned service begins.
- Worship greeters should be dressed appropriately for a traditional church service, and greeters for any service or event should wear their DPC nametags when serving in that role.
- At Sunday worship services and during Celebrate the Arts events, there should be at least one greeter located in the narthex and at least one at the Mechanics Street entrance.
- The primary responsibility of the volunteer is to stand at the door, greeting people with words of welcome. Greeters assist visitors in finding the sanctuary, as well as any other locations they may need, such as elevators, restrooms, the nursery, or exits.

Requirements and Training:

- The role of greeter is open to all.
- No specific training is required to serve as greeter, but written instructions are provided.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Elaine Keckeissen (Office Manager) at elainek@dtownpc.org or Chris Graham-Rawlins (Member Engagement Coordinator) at chris@dtownpc.org.

Be a bridge for Christ and a beacon of His love.