

## **Job Description for Greeters at Holy Spirit Lutheran Church**

**Total commitment – about 30 minutes once or twice a quarter and attendance at a one hour Worship Assistant Information / Training session in September**

Arrive 20 minutes before your assigned service to locate and wear your nametag. One can be ordered for \$5.00 from the office if yours has gone missing,

Greet everyone with a big smile and “Welcome to Holy Spirit.”

Know where the wheelchairs are kept.

Staff the welcome table for 10-15 minutes after your assigned service. This is basically to describe to new comers where things are in the church and offer them a cup and “coffee” welcome gift for their first time at Holy Spirit.

Please be responsible about showing up on time when you are assigned or finding a replacement. We can't present a welcoming presence for those entering if there is no one there to greet people. You will be receiving a schedule by email, and the latest version is available on the website. If you have indicated to the scheduler that you would prefer a hard copy through the slow mail, you will receive a new schedule about 3 times a year.

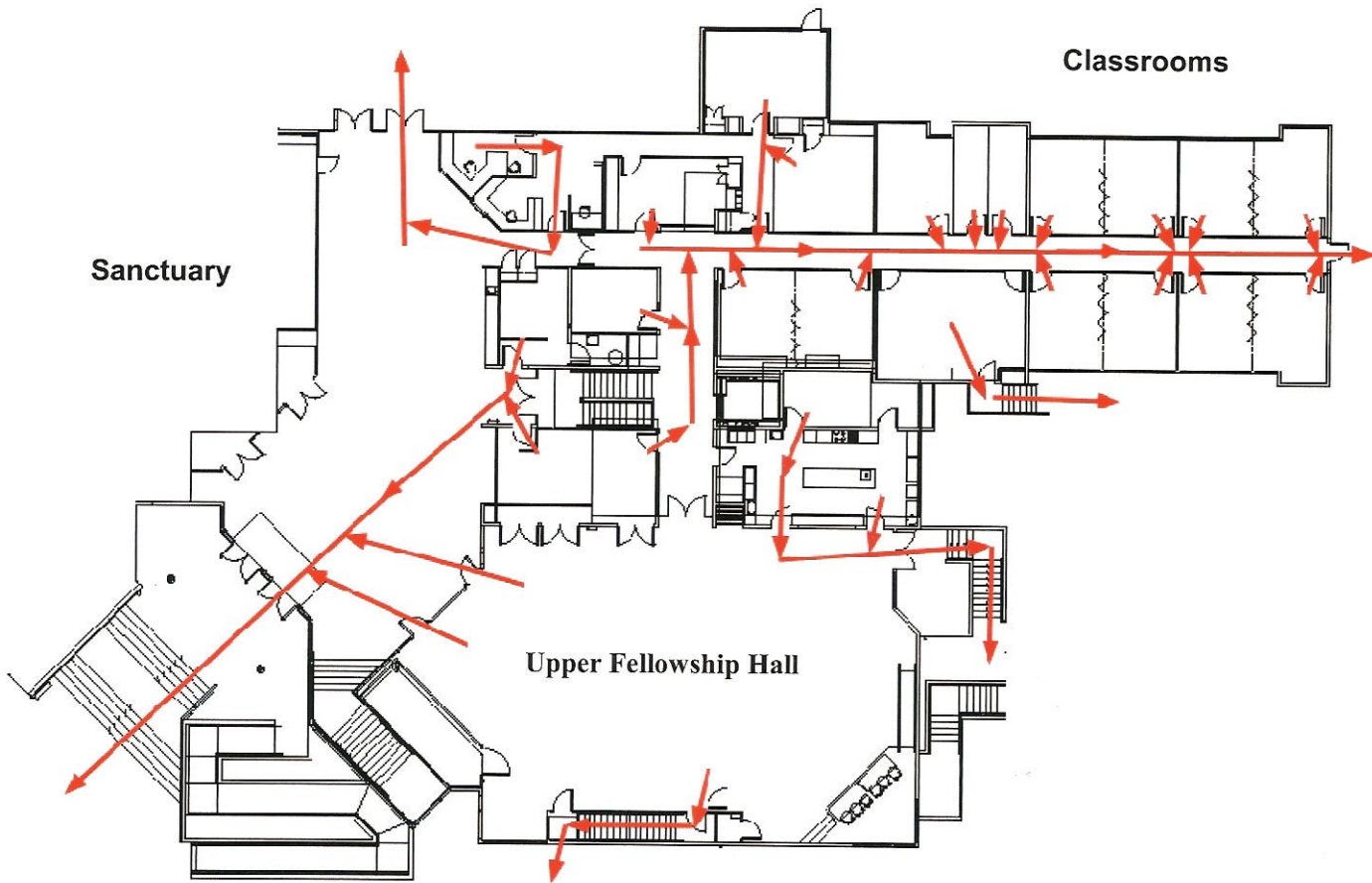
Thanks for participating in this most vital ministry at Holy Spirit Lutheran Church. Yours is the first face that our visitors and members will see on Sunday morning. Your smile of welcome can give a newcomer as well as a member a warm, positive feeling about our church and make them want to return.

The evacuation plan is attached to this guide. In the event of an emergency, please help others to get to their exit expeditiously.



# Holy Spirit Lutheran Church

## Upper Level Evacuation Plan



### DEPARTURE INSTRUCTIONS:

1. Walk calmly and quickly to the designated exit. Use next closest alternate exit if designated exit is not usable. Follow emergency exit signs.
2. Always use stairs; do **NOT** use elevator.
3. If it can be done without compromising your immediate safety, collect personal items (e.g., keys, purse, coat), but do not delay your exit to collect your personal belongings. Do try, as a minimum, to take your coat (especially in cold or inclement weather).
4. Do NOT go to a closet to collect personal items.
5. Do NOT detour to another area of the building to collect family members (i.e., Sunday School class or nursery). They will not be there! They will have evacuated to the south of the building.
6. After you have safely evacuated the building, go to a designated area outside and wait:
  - East (upper) parking lot away from the building and away from the parking lot entrance
  - Main (lower) parking lot in the NW corner farthest away from both entrances
  - Children's classes will assemble in the grass area on south side of building (outside upper fellowship hall).
7. Parents may go to the outside children's assembly area to assure their child(ren)'s safety, but **do not take your child until his/her teacher says it is OK**. The teacher may assume a missing child is in harm's way, which would initiate a search that diverts emergency personnel and then puts them in harm's way.
8. Get in your car to stay warm if it is safe to do so, but **do not attempt to remove vehicles from parking areas** until directed to do so by the Fire Department or Police Department. Keep parking lot entrances and fire lanes clear for emergency vehicles.
9. Once the order has been given to evacuate the building, do not re-enter the building until you are directed to do so by the Fire Department or Police Department.