

We greet to Glorify God by making the worship service feel inviting and comfortable to every person that enters the Sanctuary.

## GUIDELINES FOR

# Greeters



**Pastor Karen Koelsch**

1-765-461-2727

**Community Pastor Kara Bussabarger**

1-502-291-8661

**Covenant United Methodist Church**

10001 Coldwater Rd  
Fort Wayne, IN 46825

Phone: 260-489-1888

Website: [covenantumc.net](http://covenantumc.net)

### MISSION

"Making Disciples of Jesus Christ for the Transformation of the World."

### VISION

"Building healthy families in our community by exchanging a worldly view for a Godly view through life transforming relationship."

### DISCIPLESHIP PATHWAY

"Loving God, loving others, through worship, learning, serving and community."

# In Case of EMERGENCY

**COVENANT United Methodist Church**  
10001 Coldwater Road  
Fort Wayne, IN 46825  
Phone: 260-489-1888

## 911 POLICE - AMBULANCE - FIRE

- 1) Call from the **LAND LINE** phone so the operator can trace the address (phones located in the kitchen and room 104 in the office wing).
- 2) Call from a cell phone second.

In case of emergency please write down your message and give it to the pastor. Listen for their instruction at this time.

## LOCATIONS

### FIRE EXTINGUISHERS

#### Narthex

- 1) by the water fountain and Janitor closet
- 2) Chapel hallway under coat rack
- 3) Choir hallway across from the coat rack

#### Sanctuary

- 1) back side of the pillar by the eternal flame

#### Choir Room

- 1) on the wall beside the bulletin board

## FIRST-AID KIT

On the counter in the kitchen

## DEFIBULATOR

Wall unit in Fellowship Hall by Room 110

## TORNADO

Ushers should be listening for weather alerts. If a tornado warning is issued, the pastor should be alerted immediately.

## SAFE ZONES

Restrooms (main floor)  
Basement in Office Wing  
Rooms 105 and 107 in Office Wing  
Education wing restroom  
Cove restroom and room 405  
(Education wing basement)

# EXPECTATIONS

**ARRIVAL TIME:** 20 Minutes BEFORE the service begins

**DRESS:** modest but comfortable

**NAME TAGS:** wear your personal name tag in addition to your position tag. If you do not have a personal nametag, they can be purchased through the office for \$10 or \$12 depending on the type, pin or magnet.

**ABSENCE:** If you are unable to serve, please find a replacement from your schedule and let the office know by Friday morning so it can be in the bulletin.

- Focus on those entering the building, not on those who are already in the building.
- Stay in position until the end of the first song.
- Know where the nursery, kid check-in and elevators are.
- Make sure sidewalk is clear and salted.
- Be sure they know Guest Services is where they can go for a welcome gift and answer any questions about programming.
- Know where to go in an Emergency.

# INSTRUCTIONS

- Be in place at least 20 minutes before the service starts.
- Stand next to the door people enter through.
- Open inside door for people as they enter.
- Do not prop outside door open.
- Watch for people who may need assistance opening doors.
- Offer your name and welcome them to Covenant.
- Offer to answer any questions they may have or direct them in any direction such as where to hang their coat, the nursery, sanctuary, restrooms.

## Helpful phrases:

**“I’ve not met you yet! I’m (insert name) Welcome!”**

**“We’re glad you are here this morning”**

**“Welcome to Covenant this morning”**

***What you do is vital to the ministry of God. Thank you for your dedication and service.***