

St Matthew's, Westminster

Guide for Sunday Welcomers

The Welcomer is usually the first person people see when they come into church, and a friendly welcome is an important part of our ministry.

Main duties

1. Greet people from before the service until just after the service has started.
2. Hand out service sheets, and invite people to sign any sheets or cards.
3. Look out for newcomers or people you don't know.
4. Check that the readers and intercessors have arrived: notify one of the clergy if they haven't.
5. At an appropriate point e.g. during the Gloria, join the service. It's a good idea to take some service sheets to leave on the front row for people who come in late without picking one up.

The seat at the front of the church near the entrance is reserved for the Welcomer.



Checklist for welcoming

The following should be ready on the table for you:

- Service sheets: both regular and large print
- Gift envelopes – and pens!
- Print version of St Matthew's newsletter
- Sheets for signing e.g. lunches, visits, Sanctuary lamp list; birthday cards
- A copy of the rota to check if the signed up volunteers have arrived

It's helpful if you:

- arrive in good time to check what you need to tell people as they arrive, what they can sign, what arrangements there are for Junior Church etc.