

**VESTRY WELCOMERS AT ST. NICHOLAS CHURCH
A CUSTOMARY (A.K.A. CHECKLIST)**

Purpose

The Vestry Welcomer serves two main roles:

1. **Welcome.** Making welcoming remarks at the announcement portion of the service.
2. **Newcomer greeting.** Greeting newcomers, answering their questions, and introducing them to others.

Checklist

Before the Service:

- Arrive 15 to 20 minutes before the service.*
- Stand with the Ushers near the Welcome Table (just inside the entrance).*
- Greet any newcomers as they arrive (it doesn't hurt if you welcome someone who has visited before but you haven't met yet).*
- If they look like they might be unfamiliar with Episcopal liturgy, ask them if they have any questions (while walking them to their pew).*

At Announcement Time:

- Come to the front of the church during the peace.*
- Welcome everyone to St. Nicks, especially newcomers (all of us need to feel welcome).*
 - *Say "Hello" and introduce yourself: ("Hello! I'm _____, a member of the Vestry, the governing body of St. Nicholas Church.")*
 - *Extend a warm welcome: "Welcome to St. Nick's! We're so glad you could join us for worship today, especially if it happens to be your first time with us."*
 - *Say something about St. Nick's: "At St. Nick's we describe ourselves as 'a place to belong and a place to become.' To me, this has always meant _____."*
 - *Invite any newcomers to get to know us better (and help us get to know them better) by:*
 - *Completing a Voice from the Pew, so we can make them a name tag and put them on our listserve for our weekly e-bulletin (so they'll know what's happening).*
 - *Join us after the service for refreshments and fellowship.*
 - *Asking YOU any questions after the service (you'll be standing at the back).*
 - *Then turn it over to the presiding clergy.*

After the Service:

- Stand between the clergy and the Hospitality Table.*
- Greet any newcomers and invite them to have some refreshments.*
- If they haven't already completed a Voice from the Pew, encourage them to complete one.*
- If they have completed a Voice from the Pew, offer to take it.*
- When all have come through the line, help any newcomers meet people.*
- Before you leave, give any Voice from the Pews you have collected to the presiding clergy.*

THE VESTRY WELCOME IS AN ESSENTIAL PART OF OUR WORSHIP AND HOSPITALITY.
MANY THANKS FOR YOUR WILLINGNESS TO SERVE.