*Edit this page to fit your ministry setting. Then remove this note.*

**HOW TO BE AN EFFECTIVE**

**WELCOME TEAM GREETER**

1. **Pray, pray, pray.**

Your job has great spiritual impact. Jesus said that if you welcome one of these little ones in his name, you are welcoming him. You are likely the first person to welcome a new child to your children’s ministry. Think how important that is. It is usually scary for a kid (and adults, too!) to enter a new setting. But you are there to reduce the fear, help them get connected and raise the value your church places on lovingly receiving guests. See your job as a spiritual ministry and pray, pray, pray! Pray that every guest and new family would connect with your church and grow in their relationship with Jesus.

1. **Build your team.**

Of course the team size depends on the size of your church. Even in small churches it is important to involve others in the welcoming ministry. This ministry values bringing and including new people. Kids themselves, with training, can make great ministry partners in this ministry area.

1. **Register guests.**

Sit behind the clearly marked welcoming table, so all new guests know where to go. Help the new children fill out their registration forms and get a nametag. For guests who were not brought by a friend, have a child from the church escort them in this process to help them feel accepted and included.

1. **Coordinate follow-up postcards or letters.**

This doesn’t mean you have to write all of them. You can have postcards or letters available for a shepherd, a child in the small group, or the pastor to write and send. Simply pass the addressed note card to them so they can write, “Thank you for coming. Please come back!”

1. **Oversee counting and attendance.**

Different counting systems are used with Kingdom Quest and Kids Church. Whatever the system, make sure the numbers are gathered and reported on the appropriate forms.

1. **Oversee nametags if used.**

Assist children with finding their nametag or getting a temporary nametag if theirs is lost.