

**GUEST TABLE GUIDELINES  
2008-2009**

**Please arrive 20 minutes before the service:**

**8:40 AM for the 9:00 AM Service**

**10:40AM for the 11:00AM Service**

**9:40AM for the 10:00AM Service (SUMMER)**

**Please wear your name tag and a HOSPITALITY RIBBON,  
Ribbons are in a basket on the Guest table in the lobby.**

**If possible, please stand at the Guest Table.**

**Invite the GUEST to fill out a GUEST Information Sheet.**

**Advise them that they may receive the VENTURE electronically if they wish.**

**Give them a current VENTURE to take with them.**

**Provide the Guest with a Temporary name tag and ask them to add their name to the clipboard on the table in the Commons\*(if they have not checked the Guest Information Sheet that they would like a permanent Name Tag) and a Permanent name tag will be made for them. They will find the new name tag in the holder in the entryway.**

**Offer the Guest a GUEST INFORMATION packet and explain the contents.**

**Offer the Guest a “Becoming a Member” brochure**

**Try to answer any questions the Guest may have about the church, becoming a member and a brief overview of the activities offered by the church.**

**Invite the Guest to look over the pamphlets in the holder on the lobby wall and take any that may interest them.**

**If the Guest has questions you are not able to answer, try to find someone who might know the answer to their question(s).**

**Invite the Guest to join the congregation for refreshments in the Commons following the service.**

**Introduce the Guest to Members who may be near by.**

**Make sure the GUEST knows the way to the Sanctuary, Religious Education Wing (if requested), Elevator and Restrooms.**

**\*If it is a “Get Acquainted Sunday” invite the GUEST to join the table marked “Get Acquainted Sunday” in the Commons between services, in summer following the 10:00AM service.**

**Thank you for volunteering at the GUEST Table. This is a very important part of the HOSPITALITY we offer to our GUESTS**

**HOSPITALITY AND GROWTH COUNCIL**

**Guest Table Coordinator: Laurel Wanek 289-0695**

**Hospitality Chair: Phyllis Beery 289-1297**