

WELCOME ANNOUNCEMENT GIVEN BEFORE CHURCH SERVICE

1. *Arrive early 8:45AM.*
2. *Tell the AV Teach team at the desk in the upper sanctuary that that you are saying the "Welcome".*
3. *Collect a bulletin and a yellow pew card to show the congregation during your announcement. Check to see what page the visitor information is on in the bulletin so you can direct the visitors to that page.*
4. *Get the hand held mic from its place on the communion rail.*
5. *Sit in the front pew and wait for the prelude which begins at 8:55AM to end. Wait for the 9:00AM bells to chime. The acolyte(s) will be lighting candles and the Pastor may enter the altar area with the Assistant Minister during these two events.*
6. *When the chimes/bells end. Turn the mic on and walk to the front near the rail. When light turns to green on the mic, it's ready.*
7. *Give the "Welcome"*

Bullet Points to use as a guide for the announcement:

- Good Morning, My name is _____. I would like to welcome everyone to our service today.
- If you are visiting, thank you for worshiping with us today. We hope you join us again on another Sunday.
- There is information regarding today's service at top of Page _____ (*usually page 5, but check bulletin*) of the bulletin (*hold up the bulletin*). Feel free to ask those in your pew for help if needed! We like to help!
- There is a rack at the back of the pews with activity bags the children. Feel free to use these materials with your little ones during the service.

- There is also a yellow communion card in your pew pocket (*hold one up*). Please complete the card and place in the offering plate. If you're visiting, add your contact information so we can stay in touch with you if you wish.
 - If you have questions or would like information regarding our church, I'll be at the entrance after service to greet you. (*There are gift bags at the Welcome Center at entrance of church. If a visitor talks to you, give them a gift bag.*)
 - Everyone's invited to join us in upper sanctuary after service for refreshments.
 - Please silence your cell phones. Pastor Jim (*or name of "fill in" pastor*) will now lead us in service.
8. Turn off the mic and return it to the rail before taking your seat for the service.
 9. After the service go to the welcome table located at the top of the stairs near the front entrance. Talk to anyone who approaches you. Give a gift bag to a new visitor. Ask if they filled out a yellow card with their contact information. Try to get their names. Invite them to coffee hour!

THANK YOU!!