

## ST. THOMAS EV. LUTHERAN CHURCH WORDS OF WELCOME GUIDELINES

November 2015

The purpose of having congregational members extend a welcome to **both** visitors and members, is to say: good morning, we are glad you have joined us, and your participation will enhance our worship and fellowship.

### Preparation Instructions

Look in the bulletin to see who the Pastor(s) are today. You are invited to meet with the Pastor before service in the little office to the right of the altar for a quick prayer. After the bells are rung immediately before the service, enter the church through the side door and go to either the lectern or just in front of the 1<sup>st</sup> pew (this is preferred) but which ever feels most comfortable to you. For clarity, if you are speaking from the floor of the church, **please use a microphone** from the Audio Center at the back of the church. The lectern has its own microphone.

### Suggested script

- Welcome to St. Thomas Lutheran Church.
- I am: \_\_\_\_\_
- Introduce yourself with a little about your Church affiliation, perhaps number of years as a member, Committee or Team responsibilities now or in the past, and any family or friends who are with you today. (This is optional but does set a friendly tone
- Our Pastor today is: \_\_\_\_\_
- (if communion) We are having communion today and **all** are invited to participate in the Lord's Supper.
- We ask everyone to please fill out the green card in the pew rack so we can get to know you, if you are taking communion, and especially if there ways we can serve you.
  
- After the service we invite you to join us for coffee and treats in the Honduras Room which is to your right as you exit.
- We are glad you are here and look forward to meeting you and hope you will return.
  
- We will now begin our service by singing the Opening Hymn.

Be creative with what you say, be warm and sincere, have fun and enjoy. Treat this like you have invited a guest to your house for an evening meal. Feel free to personalize the Welcome so you are comfortable giving it. I might be helpful to write-out or outline your script the first time so nothing is missed.

As an example, the following script was developed by Dennis Buchweitz for his welcome:

Good Morning Ladies and Gentlemen. Welcome to St. Thomas Evangelical Lutheran Church and our service this morning. Today's service is led by Pastor Mike Kemper. My name is Dennis Buchweitz, member of the Stewardship Committee. My wife Kathy and I started attending St. Thomas regularly in 2000 after moving here from Wisconsin. After visiting a few local churches, we decided that this is where we wanted to worship. To my pleasure, I was immediately allowed to share my time and talents. I served as a reader, communion assistant, an assistant to the Pastor and committee member on the pastoral search committee. Again we welcome you to our service. We invite you to join us afterwards for fellowship and coffee in the Honduras room which is located in the back of the church.