

CONNECTING PEOPLE

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PARKING LOT GREETERS

PURPOSE: To position friendly greeters in the parking lots to direct newcomers to the visitors parking area and then escort them into the church.

Step 1 - Recruit greeters who are outgoing and friendly.

Step 2 - Provide classroom training.

Step 3 - Designate the "best" parking available for visitors and clearly mark it with signs and/or painted curbs.

Step 4 - Assign enough greeters to provide adequate assistance with parking, welcoming, and escorting.

Step 5 - Publicly commission the Parking Lot Greeters.

Step 6 - Meet together with all greeters every two months for the purpose of celebration, evaluation, and rescheduling.

PARKING LOT GREETERS

Job Summary

Springs First parking lot attendants are to make everyone feel welcome by assisting worshippers in finding convenient parking spaces and by keeping traffic flowing smoothly.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Practice and use the “Ten Commandments for Parking Lot Attendants.”
2. Arrival and preparation for parking.
 - A. Park your own vehicle at Nazarene Bible College.
 - B. Arrive at least 20 minutes before the 9:00 A.M. service and 15 minutes before the 10:45 A.M. service. You will be notified of arrival times for special events.
 - C. Be sure parking lot is free of litter and debris.
 - D. Wear a name badge.
3. Parking of cars.
 - A. Obtain your assignment from the director of parking.
 - B. Greet everyone with a smile, a wave, and a “Welcome to Springs First.”
 - C. Be clear in your direction to people parking their cars.
 - D. Watch for unfamiliar faces. Offer visitor spaces to first-time visitors.
 - E. Give special attention to those who park in handicapped spaces.
 - F. During evening or dark hours, use a safety vest and a flashlight.
4. Stay at assigned area until:
 - A. 10 minutes after the service begins or no latecomers are in sight.
 - B. You are dismissed by the director of parking.