

# **Greetings in the Name of the Lord**

## **How the Greeter Functions at St. Luke Orthodox Christian Church**

**A Small Procedural Manual with Guidelines for effective Greeting of Seekers to  
Orthodox Christianity**



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Palos Hills, IL.

“Through Him we have received grace and apostleship for obedience to the faith among all nations for His name, among whom you also are called of Jesus Christ”  
(Romans 1:5-6)

## The 2008 St. Luke Greeter Teams

Pearl Homiak & G. Evangelopoulos    Linda Kopulos & Dennis Dandeleas

Esther Poulos & Helen Partoll        Aristea Zekios & Lee Kopulos

Karen Verderber & Steve Hansen    Barb Zerlentes & Chuck Bern

**Chairperson: Lee Kopulos**

**Handmaidens:**    Joan & Madeline Betsanes, Sarah & Emma Hansen,  
Stephanie Aboutar, Madison Andoniadis, Katrina & Emily Olson,  
Alexandra and Andriana Evangelopoulos, Nicole Szpakowicz

**Handmaiden Chairperson: Lynn Betsanes**

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## Part 1. Important Points for the Greeters

**Our Motto:** “All Guests who present themselves in our Temple of Worship will be welcomed as Christ!”

- Our Greeters stand in the Narthex to receive Guests and make them feel at home. This is very important since the first impression can be a lasting one.
- **The Greeter** is the **most important** function in the Church for it begins the Churches process of **saving souls!**

- Be Reminded of Christ's Great Commission – Matt. 28: 18-20.

**“All authority in heaven and on earth has been given to Me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father....Son....& Holy Spirit and teaching them to obey all that I have commanded you; and lo, I will be with you always, even to the end of the age.” (Matthew 28:18-20)**

- We must take care of all of God's people entering our Church as St. Paul exhorted the Colossians. (Colossians 3: 4-12)

**“When Christ, who is our life appears, then you also will appear with him in glory.....where there is neither Greek nor Jew.... Slave or free, but Christ is all and in all. Therefore, as the elect of God, Holy and beloved, put on tender mercies, kindness, humility, meekness, longsuffering (patience);”**

- From your Bible read these three scripture lessons:
  - 1) Acts 8: 30-31 on helping others;
  - 2) Acts 10:34 no favoritism - accept everyone;
  - 3) 1Peter 2: 15-17 on showing proper respect to everyone;
  - 4) Proverbs 11:14 where there is no counsel the people fall....

- Here are three fundamentals of the Christian Faith:

1. Prayer 2. Hospitality 3. Charity

How would you rank these three in importance to your own or anyone's salvation?

Thank you for your commitment to this great Ministry of Christ's Church!

  
Lee Kopulos

Outreach & Greeter Chairperson

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## Part 2. Important Points for the Greeter

### The Outline of Duties

**"A new command I give you love one another. All men will know that you are my disciples if you love one another." (John 13: 34-35)**

1. Be on time - 9:15 Sunday for Liturgy at 9:30
2. Put on a Greeter Badge
3. Check supplies - these are located behind the candlestand:  
Candles; Prayer Slips; The Welcome Packet; Guest Info Card; Divine Liturgy Booklet; Collection Trays and pens.
4. **The Greeting** - Put on your best SMILE! "Good Morning! Welcome to St. Luke Church. My name is \_\_\_\_\_ what is yours?"

**Indicate:** right away where the items below can be found:

- Candles, Prayer Slips, Money Slot
- Liturgy Books, Today's Bulletin
- Coat rack, and Bathrooms

**Hand them:**

A Liturgy Book and a Welcome Packet noting the Church Brochure and the Guest Info Card (inside) to be collected later or can be placed in the collection tray.

**Escort** her/him to seating back of the first 5 rows, if possible.

**Prayer Slips:** To the Altar by 9:40 or 9:45 at latest.

## **During the Divine Liturgy:**

### **5. THE COLLECTION.**

Ready the **Offering Trays** with your partner at the point in the Litany of the **Fervent Supplication** when the Deacon says, "**Again we pray for those who bring offerings and do good works.....**"

Fr. Andrew will come out with his offering and place it in one of your trays with a blessing.

One Greeter will go up to the **Choir Loft** for collection while the other one is separating the money from the envelopes for placement in the proper bag - one for the Collection and One for the Candles. Both collection bags are placed in the Large Gold Basket for presentation by the Handmaidens, as below.

**NOTE:** For visiting Priest's who do not know our order, take the offering after the Sermon. Also, as below, the handmaidens will not bring the offering back up to the altar.

### **6. Handmaidens - Offering the Large Gold Basket and Prosforo.**

After the **Great Entrance** & during the **Litany of the Supplication:**  
"For the precious gifts now offered let us pray to the Lord."

\*The handmaidens bring up the Large Gold Basket with the collection and receive the Prosforo.

*\*Note: The young adults are very aware of their responsibility here and come back to the doors for this activity without your calling.*

7. **SPECIAL MONTHLY COLLECTIONS.** After the **Hymn to the Theotokos**, another collection will be made on the first Sunday of the month for **Charity** and third Sunday for the **Building Fund**.

8. **HOLY COMMUNION** - Greeters are to be on both outside isles for an orderly movement of each row from the front to the back for Holy Communion.

9. **DISMISSAL:**

- a. Before Fr. Andrew highlights the bulletin, you should **collect the Guest Info Card**. Make a copy (use copier in choir loft) and give to Father and Lee Kopulos or Aristeia for the phone & card follow-up.
- b. Two Greeters on each outside isle for the Dismissal by row for the Kissing of the Cross and Antidoron.
- c. Extinguish all lit candles and replenish the supply of candles for next week.

10. **CONNECTING WITH THE GUEST(S)**

- Escort them to Fellowship. Introduce them to as many as you can (but not too many) and make sure they meet Father Andrew.
- However, do not talk too long with them making sure the Guest(s) get their space to check us out.

**GOD BLESS YOU FOR YOUR EFFORTS!!!**



**THAT SMILE WAS JUST GREAT!!!**



## **Part 3. Divine Liturgy Etiquette**

### **Very Important Procedure!**

**Hold all late arrivals and others in the Narthex of the Church during:**

- **Entrance with the Gospel**
- **The Chanting of the Prokiemenon & Epistle**
- **Gospel Reading**
- **Sermon**
- **Great Entrance**
- **The Creed**
- **The Anaphora – Consecration of the Holy Gifts**
- **The Lord's Prayer**

† † † † † **THE END** † † † † †

#### **Attachments:**

- **What the Church Fathers say...**
- **Outreach Prayer**
- **Guest Info Card**
- **Effective Ideas About the Greeting – Being Hospitable (11/15/2007)**

Original: 1999  
Updated: 6/10/08

# Greetings in the Name of the Lord

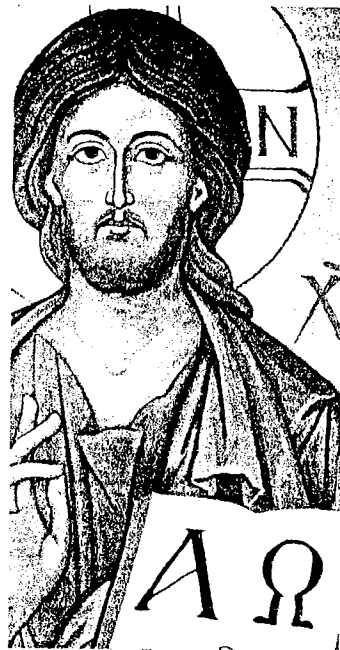
## The Follow-up Program

Here is what happens after the Greeting, Church Service and Fellowship Hour

### The “Thank you “ Note-Card & The Phone Call

On Tuesday of each week all guests of St. Luke are mailed a very special Card that has a handwritten note (see below) from a designated Outreach Committee member. A sample of the cover of the Note-card is shown below:

*Note: the actual size of the Note-Card is 5x6 1/2 with an icon of Christ on the front and the church address printed on the back of the envelope.*



*Christ The Savior*

St. Luke the Evangelist  
Orthodox Church

Palos Hills, Illinois

- The handwritten Note-Card thanks the Guest for being a part of our prayer service and encourages a second visit. This card has proven to be a very effective and memorable tool. Interestingly, a second visit within two weeks has a 90% membership probability.
- Also, Tuesday is the follow-up phone call by the Priest. Father, of course, is seeking the Guests interest in Orthodoxy and/or our Church.
- At the same time, the Church Secretary is imputing the name and mail and e-mail address on the Churches mail directory. We mail special services info and our quarterly magazine “The Evangelist” to this list for at least one year.

*Here are two examples of scripts that can be used. Try your own ideas, too.*

*Dear \_\_\_\_\_*

*We are thankful for your visit to pray with us. We hope you enjoyed the Divine Service and will visit us again. May the Good Lord bless you always! Please come again.*

*In Christ's Service,*

*(signed)*

*Dear \_\_\_\_\_:*

*We are most thankful for your visit to pray with us. It is through prayer and the Holy Eucharist that we gain the strength, wisdom and spirit to do God's work. Please join us again.*

*In service to Christ,*

*(signed)*

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# WELCOME GUESTS AND NEWCOMERS

## Share in the Vision of Saint Luke's Parish

Greetings in the name of our Lord and Savior Jesus Christ. We are most thankful for your visit today to pray with us. It is through Liturgical Prayer and the Holy Eucharist that we are nourished and strengthened to do God's work. We love and honor all of God's people and trust that you will be spiritually uplifted through the Divine Liturgy of the Orthodox Christian Church.

*Please take note, that in order to receive the Holy Eucharist, you must be a baptized member of the Holy Orthodox Church, in good standing and properly prepared.*

With the Love in Christ... Fr. Andrew Harrison & The Saint Luke Parishioners.

Please join us after Divine Liturgy downstairs in our Fellowship Hall.

May we please have a little info about you.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

St. \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_ Orthodox Christian

\_\_\_\_ Seeking info on Orthodoxy

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Priest visit, please call \_\_\_\_\_

\_\_\_\_ Newcomer in the area

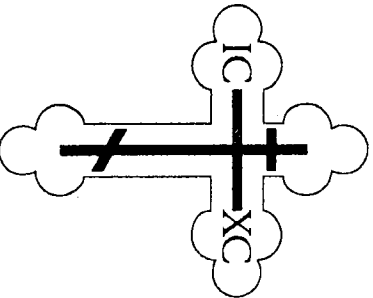
\_\_\_\_ Guest for today only

\_\_\_\_ Looking for a Church Home

\_\_\_\_ Wish to transfer to St. Luke

A Greeter can take this info card from you, or just place it in the offering plate.

*Thank you and come again.*



Attachment #1

What the Church Fathers Say

Please comment on this quote from St. John Chrysostom:

“You can continue fasting, sleep on the ground, eat cinders and weep without ceasing but if you aren’t useful to others you are doing nothing worthwhile.”

And another quote:

“ This is the rule of the most perfect Christianity, its most exact definition, its highest point, namely, the seeking of the common good. .... though you fast, or sleep on hard ground, or even suffer unto death, but should you take no thought for your neighbor, you have done nothing great; despite what you have done, you still stand far from this model of a perfect Christian.”

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From the Desert Fathers:

On learning to love one another:

Aware of their limitations, the desert Fathers and Mothers could show compassion for the weaknesses of others. Since they lived apart from others in solitude and humility, they placed \_\_\_\_\_ and \_\_\_\_\_ before any rules of fasting and even before \_\_\_\_\_.

Of the three Fundamentals of the Christian Faith -Charity, Prayer and Hospitality - fill in the blanks according to your thoughts on how these saintly men and women would rank each by importance for salvation. Hint: the principle of LOVE is what counted in the desert.

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1 -Daily Readings from the Writings of St. John Chrysostom, Edited by Fr. Anthony Coniaris, 1988.

2 – The Desert is Alive, Dn. John Chryssavgis, Sourozh- Journal of Orthodox Thought and Life, Feb., 1999.

## OUTREACH PRAYER

You who, at all times and at every hour, both in heaven and on earth are worshipped and glorified, O Christ God, long-suffering, plenteous in mercy and compassion, who love the just and show mercy to sinners, who call all men to salvation through the promise of good things to come: Assist us in fulfilling Your charge to gather individuals from the highways and byways of our community so that we might fill the banquet hall of Your Church. Grant us wisdom in our conduct toward outsiders that we might make the most of the time. Let our speech always be gracious, seasoned with salt, so that we might know how to answer every one. Awaken all men to Your salvation, and in due time make them worthy of the laver of regeneration, the remission of sins and the robe of incorruption. Unite them to Your Holy, Catholic and Apostolic Church, and number them with Your chosen flock.

That with us they may glorify Your all-honorable and majestic Name, of the Father and of the Son and of the Holy Spirit, now and ever and unto ages of ages. Amen.

# Effective Ideas about the Greeting

## Info for the Greeters Being Hospitable

As all of you know, our primary job is to offer the guest hospitality. This means the guest is to feel welcomed, relaxed and “at home.”

The reality is that the Church is people so never you mind about theological issues.

### Be aware of these important facts:

- After your “Welcome to St. Luke” and duties in the Narthex, it is important in the Fellowship Hour that some of the regular members of the congregation say “hello.”
- Try to inform our Congregation Members that the standard line is:

**“Hi, I am Mary; I don’t think I have met you, yet.”**

(They should always avoid saying, “Is this your first time here?”)

- There are fewer and fewer people both in number and percentage with church experience in our Nation than any time in our Country’s history.
  - a) We cannot expect them to even know the Lord’s Prayer.
  - b) The Orthodox Church is quite a different experience. Many people have never seen people kissing icons, lighting candles, or the use of incense in worship. We have been deemed somewhat “weird” at first. We are liturgically different from all other faiths. This is especially true of Evangelical Protestants who we are beginning to attract.
- Do not use any kind of “insider language” with the newcomer
  - a) Many guests may have never have heard the terms prokeimenon, tone, gospel, epistle, introit, invocation, doxology or even benediction to name a few “insider” terms.
  - b) Fortunately, our church has dropped the use of thee’s and thou’s. We have recognized that old English is not our language.

- After welcoming the guest , please inform him/her:
  - a) Where the candles are located
  - b) Where prayers for health can be registered
  - c) Where the bath rooms are located or a coat can be hanged up.
  - d) Where the Liturgy books and hand one to him/her
  - e) Please turn off any cell phones
  
- **Now consider this way of responding to guests and outsiders.....**

**Since Jesus our Savior is our example, did you know that He never used the term Christian? Consider this as a better way of describing who you are as :**

**“I am a follower of Jesus.”**

**After all, didn't Jesus get His disciples by just saying “Follow Me”?**

Most non-Christians or non-churched or atheists might then ask you How can I follow Jesus? What is attractive about Jesus? Why should I dedicate my life to following him? Prepare a response.

### **Church Facts**

- 80% of all churches have less than 100 people on Sunday morning.
- First time guests show up early or right on time – Our Greeters must be in the Narthex at 9:15 for Liturgy.
- If the guests have children be sure to inform them of our Church School.
- According to a 2007 Gallup Poll, fewer people believe in God than at any time in the last 10 years (86% down from 92%)  
On the other hand, more believe in the devil than before (70% up from 56%).
- 98% of all churches have plateaued or are in decline.  
However, St. Luke is going against this trend since we are growing year to year about 5%.
- **Churches with great, not just good, children's programming have a leg up when it comes to church growth.**

### On Hospitality

Hospitality to strangers is translated from the Greek word philosxenias. It is derived from philos (love of friend or family) and xenos (stranger).

Our Bible has many quotes on being hospitable. As you know, the monks in the desert rated hospitality as the most important Christian behavior even over prayer.

Here is what the Bible says:

- **Hebrews 13:2.** Commands. "Don't forget to show hospitality to strangers, for by so doing so some people have entertained angels without knowing it."
- **Romans 12: 13.** "Share with God's people in need, practice hospitality."
- **1 Peter 4:9.** "Offer hospitality to one another without grumbling."



**Lee Kopulos**  
11/15/07