



## **WELCOME CENTER GUIDELINES**

The purpose of the Welcome Center is to provide visitors and church members a place to learn about the many ministries and programs being offered by Hibben United Methodist Church. This Center will be available on an equitable basis to Missions, Ministries, Bible Study Groups and Sunday School Classes as well as other pre-approved individuals of the church.

### **DEFINITIONS**

The term “Welcome Center” will be utilized for the counter area located in the Narthex across from the main entrance doors.

The term “Primary Information Center” will be utilized for the desk located at the entranceway across from the church office.

The term “Secondary Information Center” will be utilized for the desk located across from the side sanctuary door.

The term “Event Material” will include all materials requiring a sign up sheet or requiring personal explanation on a one on one basis.

The term “Announcement Material” will include any notices or flyers being supplied for informational purposes or announcing any upcoming event.

### **GUIDELINES**

- **At all times, a place behind the counter shall be available to Greeters for the purpose of welcoming visitors and handing out visitor related materials.**
- **ALL** utilization of the Welcome Center, Primary Information Center or Secondary Information Center must be coordinated with Cheryl in the front office.
- Requests must be given to Cheryl **no later than the close of business on Tuesday** in order that an announcement be placed in the Sunday bulletin directing members to the location of the info being distributed or event being coordinated.
- A maximum of two events will be allowed at the Welcome Center at any one time and will be approved on a first come first served basis with any additional requests being directed to use the Primary Information Center or the Secondary Information Center if available.
- Only “Event Material” will be allowed at the “Welcome Center” and **MUST** be accompanied by someone representing the event who shall be available to coordinate sign-up sheets, etc and be available to answer any questions by visitors or church members.

- All Announcement Material shall be placed at either the Primary Information Center or the Secondary Information Center upon approval of the church office.
- **NO** posters or other materials shall be affixed to the wall behind the Welcome Center. 8 ½ x 11 announcements may be utilized and placed in the standing plastic holders which are provided specifically for this use and are located behind the Welcome Center.
- The posting of any materials on walls behind the Primary Information Center or the Secondary Information Center must be approved by the church office.
- Materials placed at the Welcome Center or either of the Information Centers **MUST** be removed immediately following the event being promoted. Materials not removed in a timely manner will be removed and disposed of in an appropriate manner.

**Any questions regarding these guidelines should be addressed to Cheryl in the church office.**

**Any further consideration or recommendations regarding these guidelines may be made directly to the Evangelism Committee through the church office.**