

GREETER INSTRUCTIONS

Revised July 20, 2015

Optimally, two greeters would be at the Center Street entrance, two greeters at Wall Street

→ Before the service:

- ◆ Arrive at church one half hour prior to the service, 10 a.m. (service starts at 10:30).
- ◆ Familiarize self with where children will be spending the morning
 - Information is posted on bulletin boards in each lobby.
 - Some Sundays, children go to classes after "Story for the Ages," other times they stay in Sanctuary with their parents
 - All children remain in the Sanctuary with their parents on MultiGenerational Sundays.
 - We have a nursery on the second floor in the other building for babies ages 6 months through age 4, with well qualified child care providers on staff, with parents taking them to the Nursery then going to the Sanctuary for the service.
 - Ages 4 through 8 go to their classroom with their teachers and classmates when the children leave the sanctuary
 - Senior High fellowship, Coming of Age/Our Whole Lives (O.W.L.) visitors (basically, 6th grade and up) are to report directly to their classrooms.
 - If visitors have children wishing to go to RE Class, have them fill out the registration form on the sign-in table and have each child take it to the classroom following "A Story for All Ages."
 - For those children wishing to stay with parents in Sanctuary for the entire service, "Pew Packets" filled with coloring book activities should be available in lobby desk or upstairs.

→ In Center Street Lobby:

- ◆ Turn on the table light and put information forms, nametags and markers for visitors on the small table. Check in the drawers of the table if these items are not out on the table.
- ◆ The key for the chair lift is in the drawer of the desk in the foyer, along with directions for its use. If someone uses the lift, another person may want to walk alongside it for safety as it moves upstairs.
- ◆ Welcome people as they enter:
 - One greeter stay at the door to welcome people
 - Direct visitors to the table to fill out a name tag, if needed
 - One greeter at the table to answer questions asked by visitors.
 - Alternate these roles, as you like.
- ◆ Encourage returning visitors to fill out a request for a nametag
 - New nametags are on the bulletin board to the left of the kitchen door,
 - older ones to the right of the kitchen door.
- ◆ Keep the foyer area clear so visitors can get to the sign-in table.

- Politely ask people to continue their conversations somewhere else to avoid congestion in the foyer.
- Visitors will need to know how to get upstairs to the service, or that they have the option of participating in the Community Room
- ◆ Remember that your first and primary service is to make everyone feel welcome.

→ In Wall Street Lobby

- ◆ Welcome and greet each visitor and member with a smile
- ◆ Ask if they need assistance and answer any questions
- ◆ Guide them to the Center Street Lobby

By 10:40, feel free to worship with other congregants in the Sanctuary or Community Room.

Optional suggestions for all Greeters following the service:

- ◆ Leave service a few minutes early and wait at the sanctuary door to welcome and direct people to coffee hour or potlucks. This can be done by either greeter or both.
- ◆ Help new people find the Welcome table
 - fill out contact information forms,
 - receive literature,
 - sign up for New UU classes,
 - a session with the minister or
 - membership book signing dates and
 - answer questions.
- ◆ Check during coffee hour to make sure visitors are interacting with others.
- ◆ Introduce yourself, talk with visitors
- ◆ Introduce them to at least two other people who may have shared interests.
- ◆ Please remember that the main role of “**Greeter**” is to make every guest feel welcome!
- ◆ Thanks for your service to “the beloved community!”