

GREETER INSTRUCTIONS

Revised 12/2010

- ❖ Arrive at church one half hour prior to service.
- ❖ Visitors are no longer asked to fill out a contact information form before going to the sanctuary. Instead, ask them to fill out a form at the newcomer's / visitor's table (show them where this is) after the service.
- ❖ Please give any contact information forms to the person at the membership table during coffee hour.
- ❖ Turn on the table light and put information forms and nametags for visitors on the table in the Center Street vestibule. (Check in the drawers of the table if these items are not out on the top of the table.)
- ❖ CHANGED: 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, walk along beside the chair as it moves upstairs to keep the person company.
- ❖ Have one greeter at the door to welcome people and direct visitors to the table to fill out a name tag.
- ❖ Have one greeter at the table to answer questions asked by visitors. If visitors have children wishing to go to RE Class, please have them fill out the registration form (on the sign in table) and have the child take it with them 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 are provided. All children remain in the Sanctuary with their parents on MultiGenerational Sundays:
- ❖ Encourage returning visitors to fill out a request for a nametag, if they have completed the contact information form.
- ❖ Keep the foyer area clear so visitors can get to the sign-in table. (Greeters should politely ask people to continue their conversations somewhere else to avoid congestion in the foyer.)
- ❖ Leave service a few minutes early and wait at the front door to welcome/direct people to coffee hour or potlucks (2nd Sunday). This can be done by just one greeter.
- ❖ Usually the Newcomer/Visitor table is staffed by the volunteer coordinator (Tara S.). If no one is at the table please help new people fill out contact information forms, literature, sign up for New UU classes (3rd Sunday of even month), minister session or membership book signing (3rd Sunday of odd month) dates and answer questions. Completed contact information forms should be put in the volunteer coordinator's mailbox.
- ❖ Check during coffee hour to make sure visitors are interacting with others. Please introduce yourself to any new people, talk with them and introduce them to at least two other people who may have something in common.