

GREETER CHECKLIST

You are the first face people will see upon entering our church on Sunday morning. It is amazing how a smile and a hello can warm a person's heart and make them feel welcome.

- ✓ Please arrive at least a half-hour before the service starts (9:30 or earlier). New people to the church often arrive early, and it is nice to have someone to greet them.
- ✓ Locate the fire extinguishers.
- ✓ Take a look at the Order of Service. Note where children start so that you will be able to direct families who arrive with kids.
- ✓ Please wear your name badge (or make a temporary sticker badge) as well as a "Greeter" badge.
- ✓ Prop open doors to the sanctuary - there are hooks near the bottom of the doors to hold them open.
- ✓ Open coat room doors and turn on the coat room light.
- ✓ If it is a nice day outside, prop open the outside doors - there are hooks near the bottom of the doors to hold them open.
- ✓ Greet with a smile and a handshake. Remind them to wear their name badge or make a sticker badge.
- ✓ Be on the lookout for people you do not recognize. Welcome them. Introduce yourself. These may be guests or long absent members who may not know many others.
- ✓ Tell guests: "We invite you to sign the guest book on the podium and make a name tag if you wish. Offer them a Welcome Card. Completed cards can be placed in the Offertory plate or returned to the Connections Table .

Note: Signing the guest book does not put anyone's name on any mailing list or call list; the church just likes a record of who has visited. If a guest fills out the form in the pew, they will be added to our mailing list for about six months and then asked if they would like to continue to receive our mailings. Also, if guests would like more information, there is a display of pamphlets about our church and about the UU religion on the wall behind the podium. Someone will be at the Welcoming Table after service.

- ✓ Attempt to connect new families with someone who can take them to the Fellowship Building, Introduce them to the DFF, and give them some basic Faith Formation and/or childcare information.
- ✓ Close doors to sanctuary when the prelude begins. Quietly open the door to let late-comers in. (Be sure to gently close door and not let slam.)
- ✓ Continue to greet late arrivals until the first hymn.