

UU Greeters and Welcomers



Frequently Asked Questions 8/09

1. What's the most important thing to remember?

Smile, relax, and make everyone feel welcome.

2. What if I can't make the service I'm scheduled for?

Call the person who scheduled you as soon as possible. If you cannot do that, call the church office (812-332-3695).

3. How do I know what door I am assigned to?

Check the schedule in the notebook in the top drawer of the Greeters cabinet.

4. What if another greeter or welcomer doesn't show up?

Smile ☺ and relax! Talk with the other greeters and welcomers about how to redistribute tasks. If necessary, eliminate the Courtyard greeter position. Annotate the schedule in the Greeters cabinet as to who was absent.

5. What do welcomers do?

- Before first service, set up the Guest Registry Table and the Welcome Table with materials from Fellowship Hall closet and Welcomers cabinet by the front door. (See photo in drawer of Welcomers cabinet for correct set-up.)
- Greet visitors. Look especially for those who seem hesitant or uncertain. A safe opening is, "Hello, I'm X. I don't think we have met before."
- Offer a temporary name tag and ask them to sign a Guest Registry card.
- Offer current *Prologue* and Visitor's Packet (in rubber band on Welcome Table). If time, invite to Exploring UU class.
- Give RE brochure to those with children. It explains Children's Moment, options for toddlers and babies and shows where each class meets.
- Orient visitors to Meeting Room, Fellowship Hall.
- Chat with visitors during Fellowship Hour and introduce them to others.
- After service, stand near Welcome Table to answer questions.
- After second service put materials away in Fellowship Hall closet and Welcomers cabinet.

6. What do all greeters do?

- Arrive by 8:45 or 10:45. Check supplies. Seek out and talk with newcomers in Fellowship Hall.
- Put up hearing signs before 9:15 am service.
- Hang large pink signs on the main and north doors and then remove them 15 minutes before service begins.
- Be sure hearing devices are on the Greeters cabinet before each service.
- Greet people as they arrive (courtyard door) or enter Meeting Room (main & north doors).
- Distribute orders of service (except at Courtyard door).
- Refer visitors to Welcome Table.
- Chat with newcomers during Fellowship Hour and introduce them to others.

7. What special things do Main Door greeters (11:15 service) and Main Door + North Door greeters (9:15 service) do?

- Put choir offertory basket on a seat on stage before service.
- Collect offertory (including choir basket) and then go briefly to Fellowship Hall to put all money into the service envelope. Keep the envelope safe during the rest of the service.
- Count attendees after offertory (including people on stage) and record number IN INK on service envelope.
- Count offertory (bills only) in Workroom (Room 204) after service. Record amount on envelope, sign envelope & give envelope to Board or staff member.