



# ***Thank You!...*** for volunteering to be a ***Greeter***

to \_\_\_\_\_ and \_\_\_\_\_ ,

**Sunday, \_\_\_\_\_ , at the \_\_\_\_\_ a.m. worship service.**

1. Plan to arrive a half hour before the service. Please stay at the greeter's table until 15 minutes after the service has begun to greet latecomers.
2. Please check the white R.E. information board on the easel near the exit to the patio so you are aware of the program for the different ages or grade levels for the morning.
3. Please clear any extraneous flyers or trash from the Visitor/Welcome Table. Materials you may need should be on the Visitor Table or on the shelves below the visitor's name tag board. *Criers* and brochures of interest to newcomers are on the literature table and the literature rack by the sanctuary doors. Additional Guest Registry forms are in office mailslot cabinet in the large central slot by the thermostat.
4. Greet members and newcomers as they arrive. **Please stand in front of the table.**
  - ☞ • **First-time Visitors:**
    - ~ After welcoming them, ask first-time visitors if they would fill out a Guest Registry form. Offer them the materials to make a stick-on name tag for each adult and child.
    - ~ If they have children, have one of the Greeters or another willing member escort families to the RE Greeter in the Mills Building or help them find the appropriate Sunday school class. Information about RE classes is printed in the *Crier* and is posted on the easel close to the exit to the patio.
  - ☞ • **Returning Visitors:**
    - ~ Help them find their personal name tags on the visitor name tag board. If they did not request a name tag on their Guest Registry, there will not be one there. If they have completed a Guest Registry form during a previous visit, they may request a name tag now by filling out the pink name tag replacement request card. The name tags of visitors who have not come in a while are stored in a long white box on the Greeters' shelves. Note: if we cannot find their guest registry, a nametag will not be made until one has been filled out, therefore, it may be best to either locate their registry in the big notebook on the file cabinet in the office or have them fill out another guest registry.
  - **Invite all Visitors to return to the Welcoming Center following the Service.**
5. When you go into the service:
  - ☞ • Leave a basket on the table with note asking visitors to "return name tags to basket" after the service.
  - Close the visitor name tag cabinet after the start of the service.
  - Remember to open the cabinet when greeters arrive for the 11:00 a.m. service.
6. After the service, please return to the Welcome Center to answer questions. Greeters for the 9:15 service should stay until the greeters for the 11 a.m. service arrive. Greeters for the 11 a.m. service should stay at least 15 minutes after the service or until there seems to be no visitors milling about.
7. **Before leaving**, place everything back where you found it in an orderly fashion. Please put the date of the visit where indicated on each Guest Registry at the bottom right hand corner. Write any notes regarding matters for staff attention on note paper and clip to the Guest Registry sheets and place the stack of forms in Pat Emery's mailslot in the office .
8. **LEAVE ALL NAME TAGS IN THE BASKET -- DO NOT PUT THEM ON THE BOARD.**