

# HOW TO BE AN A2U2 SUNDAY GREETER

## Arrive by 8:40 for 9 a.m service and by 10:40 for 11:00 service

\*Have one greeter greet until about 5 or 10 minutes after the service begins to catch late-comers.

### SET UP

Pull podium in foyer out from the wall a little. Inside it is a folder of greeter supplies.

**Be careful** - when the top is open it can tip over backwards easily.

### WEAR WELCOME BUTTONS

#### PUT ON PODIUM:

- Guest Book (Open it to latest page or new one if needed.) There are 2 lines for each signer.
- Several Ball-point pens
- "Welcome Young and Old" handout for parents with kids (pink half-sheet)
- Visitors Questionnaire (orange half-sheet)
- Hang the "Welcome" sign on the podium (its in a plastic sleeve)

#### PUT ON SMALL WOOD FOLDING TABLE:

(Put table behind podium, under clear plastic brochure rack)

- Name Tag Labels
- Fine point colored markers

#### TURN AMPLIFIER ON AS SERVICE STARTS

(located in the small back kitchen pantry on top of the freezer)

- When guests sign the guest book, you can explain that this information will be used to send them the newsletter for several months. Offer them the current newsletter and green book mark with our principles and sources.

#### GREETING

- Say "Hi," introduce yourself, and ask if there is anything you can help them with or any questions you can answer. (Don't ask "Is this your first time?" Say, "I don't think I've seen you before.").

- Encourage use of name tags, and invite them to sign the guest book if they haven't already. THIS will tell you if it is their first time.

■ If they say they have signed the book, try to find their name and make a notation that they are a repeat (put a check mark), so the Members & Friends Committee can follow-up.

■ Let them know we invite newcomers to introduce themselves early in the service, and ask them to stay for coffee/tea after the service to meet more people.

■ Be sure to hand out a Visitor Questionnaire to each person and let them know they can put it in the orange box on the table at the back of the sanctuary at the end of the service.

■ Point out the brochure and Newsletter rack.

■ Give adults with children a pink handout(should be on top of podium). Then one greeter should take them to the RE wing and introduce them to DRE Robin Lea or an RE leader. You can let them know that children start out in the sanctuary with their family, and then there will be a time when they go with the other children.

■ You can ask newcomers if they need directions to things like the coat rack, the bathroom, etc.

#### AFTER THE SERVICE

**Turn off amplifier in kitchen pantry.**

■ **Please spend 10 minutes or so trying to eyeball newcomers and help them connect to current members as seems appropriate.** Those who do not feel like talking will likely leave immediately after the service. If you feel like you don't know enough about a person to connect them to a member with something like a shared interest or hometown, introduce them to the minister or Members & Friends Committee members, or at least help point them out to a Members and Friends Committee member.

Make sure there seems to be an adequate supply of name tags. Please put a note in the Membership mailbox if you notice the supply is getting low (<25) so we can get more.

MEMBERS & FRIENDS COMMITTEE MEMBERS  
ARE: Tirrell Kimball (chair), Linda Capone-Newton,  
Carol Crosby, Ellen Atkinson, Sara Orbeton.

Diane Oberbeck – greeting coordinator

