

Kiosk Hosts

BEFORE THE SERVICE:

- * If your name does not appear in the *Order of Service*, let the minister know that you will be at the Visitors' Kiosk so he can introduce you during the announcements section. Stand up and wave when he says your name so visitors will know whom to look for during coffee hour.
- * **Prepare the Kiosk:**
 - Have out **Green Visitor /Pew Cards, Sign-up Sheets** for *Midweek Update and Pathway to Membership*, **The BUF Book** which may help you answer queries about specific groups at BUF. (Index on back)
- * Put on the **Kiosk Host button**.

DURING COFFEE HOUR:

- * Stand in front of the kiosk, face forward and smile to signal availability. If regular BUFsters come over to chat, ask them to scout the room for visitors and bring them over.
- * Ask visitors things like: "First time?", "How'd you find us?" etc. Explain the Midweek Update and invite them to sign up if they are interested in receiving it. Combined with a visit to buf.org, many of their questions can be answered there.
- * If a visitor expresses interest in some group in particular (quilting, Social Justice, etc.) try to connect them with someone at BUF by:
 - a. having them fill out a **Green Pew Card** and indicate their interest, OR
 - b. checking *The BUF Book* for the contact and try to connect them during the coffee hour, OR
 - c. getting the name and number/email address of the guest and passing it on to the contact person yourself.
- * If a BUF regular approaches, introduce them to the newcomer. Visitors *ALWAYS* take precedence over regulars at the Welcome Kiosk.

AFTER THE COFFEE HOUR:

- * Return materials to their place in the cupboard. Straighten up the kiosk.
- * You may be asked to assist the sexton in counting the coffee money and take it together to the safe in the Workroom.
- * Take *sign-up sheet for MWU* and/or *Green Visitor Cards* and place them in the box outside the Administrator's door.

***Thank you for helping to make BUF
a Welcoming Place!***