

GREETERS

Modified 9/16/2018

- Arrive by 10:00 AM.
- Wear your name tag and a greeter's badge (in basket with Greeter supplies in the cupboard).
- Prepare the Welcome Table. Put out:
 - A packet of sticky name tags for first time or one-time visitors
 - A few pens
 - The sign-up sheet for people who plan to return and would like a name tag made for them.
 - Yellow file box and plastic name tag holders.
- Review Greeter & Usher Tips if you haven't before.
- Check the poster in the entry or the Order of Service to determine if children will stay during the service or go directly to RE classes. Let parents know to look for the poster in the entry that informs them of the type of Sunday service (Arts, Projects, Intergenerational or Field Trip Sunday). Most Sundays children will begin in the Sanctuary.
- Stand at the door to welcome people.
 - Help first time visitors to make out a sticky name tag.
 - If visitors have children:
 - Explain (as applicable) that there is a nursery at the back of the sanctuary where parents can hold their baby while they watch and listen to the service. There is also a childcare provider in the nursery.
 - During the school year explain (as applicable) that there is a preschool class available for young children. Also explain that there is a designated area in the front of the church, on the right, for small children and their families. Most Sundays children will begin in the Sanctuary.
 - During summer ask the Child Care Coordinator what the procedure is for children of various ages and explain that to visitors with children (as applicable).
- Inquire if a guest expects to come again and would like to sign up for a permanent name tag. If so, invite them to enter their information legibly on the sign-up sheet for that purpose using a pen.
- If someone has previously requested a name tag, look for it in the yellow file box. Give them one of the wearable plastic sleeves to hold the name tag. Invite them to leave the name tag after the service on the racks in the narthex, in approximately alphabetical order, so they can find it easily on their next visit.
- When the service begins, close the doors to the narthex.
- Staff the table for about 10 more minutes before joining the service.
- Put supplies away before joining the service.