

Greeter Instructions at the Welcome Table

Thank you for being a welcoming, hospitable presence on Sunday mornings!
Below are some instructions to help guide you.

The WELCOME TABLE & Materials:

- The Welcome Table should be neatly arranged with materials related to learning more about membership & Unitarian Universalism. Often it becomes littered with flowers, event flyers, etc. Please remove all other materials
- Basic materials: brown Guest Book, blank nametags, pens/markers, & request form for permanent nametags.
- Extra materials:
 - ❖ Book: A Chosen Faith, an introduction to Unitarian Universalism (for loan)
 - ❖ Book: Unitarian Universalism is a Very Long Name (do NOT loan)
 - ❖ DVD: Voices of a Liberal Faith (for distribution)
 - ❖ A brochure rack with Frequently Asked Questions & opportunities to get involved.
 - ❖ Copies of the most recent newsletter.
 - ❖ There are also additional brochures on the rotating kiosk near the stairs.

9 AM Service Greeters:

- Arrive approximately 20 minutes before 9 AM to set up the Welcome Table & greet guests.
- Wear the yellow "GREETER: Ask Me!" Nametag found in the Table drawer & your nametag.
- Introduce yourself to the Board Greeter (peach nametag) & the RE Sunday Supervisors (bright pink nametags). Let them know to send guests to you. Ask them if there is any special info for guests today. (For instance, do children begin in the sanctuary or Fellowship Hall?)
- Remain at the Table for 10 minutes after the 9 AM service begins to greet any latecomers.
- After the service, make sure that any guests are invited to Social Hour.
- At 10:30 return to the Welcome Table & introduce yourself to the 10:45 am Greeter.
- Stations: The 9 AM Greeter will circulate the foyer & greet anyone with a temporary nametag. The 10:45 AM Greeter will greet guests *at* the Welcome Table.
- Greet guests until the 10:45 am service begins.

10:45 AM Service Greeters:

- Arrive by 10:15 AM.
- Wear the yellow "GREETER: Ask Me!" Nametag found in the Table drawer & your nametag.
- Introduce yourself to the Board Greeter (peach nametag) & the RE Sunday Supervisors (bright pink nametags). Ask them if there is any special info for guests today. (For instance, do children begin in the sanctuary or Fellowship Hall?)
- Stations: The 9 AM Greeter will return at 10:30, circulate in the foyer & greet anyone with a temporary nametag. The 10:45 AM Greeter will greet guests *at* the Welcome Table.
- Remain at the Table for 10 minutes after the 10:45 AM service begins to greet any latecomers.
- After the service, return to the Welcome Table to greet guests until the all guests have left the foyer.
- If time, look for guests at Social Hour in Fellowship Hall.

Being Hospitable: Think of a time when you have felt truly welcomed. What invited such an experience? Try to apply the same aspects to greeting a guest. Here are additional hints:

- Stand next to the Welcome Table. By sitting and/or standing behind the table, it is difficult for guests to see you (especially in the crowded foyer) and to feel truly welcomed.
- Don't be afraid of introducing yourself to people with temporary nametags. ("Hi, I'm Jim. I don't believe I know you.") Some will be members. You are not expected to know everyone. Instead, see this moment as an opportunity to get to know someone new.
- Suggested Questions for Guests:
 - ❖ Are they a first-time or returning guest?
 - ❖ Have they ever been to a UU service before?
 - ❖ How did they discover UUism or UCS?
 - ❖ Do they wish to fill out a Guest Registry Form? (only once, typically at first visit)
 - ❖ Follow-up with questions from the Form.
- Share your own positive experiences of the congregation & Unitarian Universalism.
- Invite them to attend Social Hour & introduce them to other members and staff (if available).
- Opportunities to Learn More or Join a Group:
 - ❖ Pathways to Membership Classes: A highly recommended class for all newcomers that gives them more info on UUism & our congregation. They are not required to join.
 - ❖ Covenant Groups: small groups that share & explore deeper issues.
 - ❖ Supper Circles: small groups that share dinner & conversation together.
- If time, make special notes from your conversations on their Registry Forms.
- If a returning guest or member needs a new nametag, fill out the separate Nametag Form, which may be found in the desk drawer. Indicate the town and appropriate color (yellow=guests/friends, blue=new members, white=members). Leave completed forms in the office assistant's mailbox.

Guests with Children & Youth: Many of our guests are looking for a religious home for themselves and their children.

- Parents/guardians must fill out a Guest Registry Form with their contact info, all children's names, AND any allergy information.
- Introduce parents/guardians to Tuli Patel (our Director of RE) or Chris Melamed (our RE Assistant), if they are available. Otherwise, introduce them to R.E. Sunday Supervisors typically located in the lobby and wearing bright pink nametags.
- Family Worship: On the first Sunday of every month at both services, parents and children gather in the sanctuary for Family Worship. A sign should be posted outside of the sanctuary.
- Children's Worship: On all other Sundays at both services, parents should take their children to Fellowship Hall for Children's Worship and check in with the Sunday Supervisor there. (Parents are welcome to join them.) Afterwards, teachers will take the children to their classes.
- Children are welcome to remain with their parents/guardians in the service.
- Parents/guardians are welcome to join their children in classes at any time.
- Parents/guardians and children are also welcome to watch the service in the sunroom.
- We have a nursery for Infants (0 – 18 months) and their parents/guardians where they can watch the service. Parents/guardians must remain with their infants as there is NO childcare giver.
- Classes for 7th, 8th, and 9th grades AND Youth Group (9th – 12th grades) meets on Sunday evenings, 6:30 – 8:30 pm. These children are welcome to attend services with their parents.
- Parents/guardians are not allowed to leave the building when their children are in classes.