

NORTHLAKE UU GREETER INSTRUCTIONS

1. Arrive early (30 minutes before the service starts) and put on your own name tag.
2. Set up the name tag boxes with lids open on the bench to the left of the doors to the sanctuary.
3. If it's nice weather, open the doors.
4. Set the visitor registry book on the greeters table.
5. Set extra clipboards (hopefully 3) up each with a new registry card and an ink pen. Predate the cards that are put out for completion. When a registry card is completed, put it in the 3-ring binder and put a new sheet on the clipboard. Ask people to fill out an address, so they can get a copy of our newsletter compass. Advise newcomers that a nametag will be ready for them next week.
6. Move the pamphlet table near the greeters table (careful not to block passages) (notice where it came from so it goes back after the service).
7. Set the visitor nametags on the greeters table. The box with the small cards is for writing the visitors name on, then the card is inserted into the plastic carriers with the blank Northlake logo on it. (no need to remove the cards from the plastic, simply insert the newly completed card into the plastic so the name is visible). Suggest nametags be returned to the basket after the service.
- 8. Smile and say welcome to everyone, even old-timers.**
9. Advise people with children about the RE program that starts during the service. Parents are welcome to accompany if desired. Advise parents to arrange for getting together with children after the service. RE Director, Jenny Lina can assist.
10. Engage people in conversation, or better yet, engage them with someone else.
11. Prepare post cards for newcomers, saying you were glad they came, and welcoming them back. Completed cards go with the nametag basket after the service so they can be mailed that week by the church administrator.
12. Stay in the foyer until 10 to 15 minutes into the service to catch any late comers.
13. Before joining the service, put the lid on the nametag box, and put the basket on top of them for returning nametags.
14. After the service, clean up the visitors table, return the pamphlet table, put the guest registry three ring binder in the basket with the nametags (so the church administrator doesn't have to hunt for it).