

GREETER INFORMATION/Guidelines

Arrive:

- **10:00 am, put on your name tag**

Set up table:

- **Get out pens, guest book, visitor name tags and pamphlets**
- **Members and regulars' name tags in alphabetical order in box on table near by-so regulars can get their own-**
- **second greeter helps with this to make things go smoothly**
- **Various pamphlets on display on display shelf**
- **Current Newsletter in display shelf for newcomers**

GREETING:

(as weather permits)

- **Open the front doors and stand outside so you can greet people before they come in. Say “Good morning and welcome to Northlake Church” to ALL who come in, members and newcomers.**
- **Newcomers - introduce yourself and ask them their names and make them a name tag. Ask them to sign the guest book. Put the current date in the Guest Book. If they seem particularly interested, make sure they leave their Tel.# & Address**
- **If you have time ask them how they found out about Northlake, what area they live in; if new to the area, whether they're UUs or new to UU. (Refer to pamphlets)**
- **If they have children, share with them that the children stay with their parents the first fifteen minutes of the service, (usually) then go downstairs for their church school. We plan to have an RE person to show them downstairs if they ask about church school for their children.**
- **If you can see another member/parent, introduce them to newcomers - it's good to make connections**
- **Help them feel comfortable, answer any questions they have or find a Board member to help. (Refer questions to Nancy Brown or Ellen)**
- **AFTER CHURCH**
 - * **Make a point to talk with them during coffee and introduce them to others. Keep your name tag ON. Put away materials**
 - * **You are appreciated. Good job! You have given & you have received**
- **Questions, suggestions - Talk to Nancy Brown or Ellen Hanly**