

## **INSTRUCTIONS FOR UUFb GREETERS**

Updated 7/28/2023

All UUFb Greeters: We are likely to be the first people attendees see when they arrive at UUFb and the last faces they see as they are leaving. Our attention, competence and demeanor – as friendly, helpful hosts – may be important in ways we're not even aware of.

**Thank you for serving in this important role!**

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**Arrive by 9:30 a.m.**

### **Before the Service**

1. In the Admin's office, find the Hospitality/Membership tray in the stack of "mailboxes" to the left of the printer - take the orange "Congregational Count" notebook, the "New Nametags" notebook and any nametags the Admin has made to the foyer. Put nametags on top of the boxes where they will be stored.
2. Unlock the front doors – key is on a blue tag on the keyholder.
3. Make sure we have out:
  - a. Guest tags with marker
  - b. UUFb Offering envelopes.  
Orders of Service
  - c. Miscellaneous: cough drops, pen holder with pencils, pens, markers; buttons, bracelets, newsletters, and UU pamphlets and cards
4. Decide who will collect the offering – we need two people. Take the collection bowls to the back of the sanctuary for the collectors.
5. Decide who will count and record the number of adult attendees.
6. Station one person at the foyer door with OOSs and have one person ready to greet and sign in new folks.

### **As guests arrive:**

- greet guests and welcome them; introduce yourself when appropriate
- point out the guest cards – there are also cards in the seat pockets
- Invite them to make a temporary nametag

**At least one person should remain at the guest table in the foyer until about 10:15, to welcome latecomers.**

### **During the Service**

- Collect offering
- Count the number of adults attending (Beth will add the number of children)
- Be alert to anyone having difficulties in the sanctuary (do they need water or cough drops? Help out of the sanctuary?) and also listen for anyone entering the front door.

### After the Service

1. Directly after service, quickly open the doors to the foyer, put door tabs down to hold them open, and if it is warm out, open the front doors and tab them open as well.
2. Return to the welcome table and reconnect with guests, members, and friends as they leave, say goodbye, glad you were here, etc.
3. One greeter should find a new person or a person who has not attended often and engage them in conversation. Invite them to stay for coffee, etc.
4. Take count book and, if there are any new names, the Name Tag book to Christy's desk.
5. **Relock the front doors – slide pegs into place on the right side door, then use the key to lock the left door.**
6. Turn off overhead fan and air purifiers before leaving.
7. Make sure all windows are closed completely and lights are off if you are the last one out of the building.

Periodically we check the sanctuary to be sure that guest cards, offering envelopes, and pencils are in the pockets. Distribute hymnals evenly.

All supplies are in the brown cupboard. If we are short of anything, please write Christy a note.

### **Instructions for collecting the offering**

- Check to be sure the collection bowls are at the back of the sanctuary
- When the lay leader announces the offering, go to the front of the sanctuary with your bowls and begin collection from the front rows when the pianist begins playing.
- If you have one basket, start passing it on one side. If you have two, start one in the middle section and one on the side. Only one basket should go back and forth in the middle section.
- When you get to the back of the sanctuary, one person takes all three baskets, carries them to the front of the sanctuary and hands them to the lay leader.