



REVISION HISTORY

This is a new document based on historical information from October 2009.

BACKGROUND/PURPOSE

The purpose of Greeters is to welcome people who may be coming to UUCWC for the first time, as well as welcoming long time members. Greeters have the fun and privilege of a ministry that can have long lasting effects on visitors and the congregation. They represent the Church, its programs and its vision when they open the doors on Sunday morning and stand ready to make people feel comfortable and welcome.

POLICY

It is UUCWC Policy to have Greeters at every service to welcome all people that attend and help them to enjoy the service.

GUIDELINES

The Membership Committee, in consultation with the Minister and Worship Associates Committee, writes Policy and Procedures for Greeters.

PROCEDURES

The scheduling of Greeters is the responsibility of Membership Committee. Greeters arrive at the church by 8:45AM for the 9:15AM service or 10:30AM for the 11:00AM service. In the summer, Greeters arrive by 9:30AM for the 10:00AM service.

Set Up:

1. Greeters set up the lobby welcoming area just inside the door, and the green-blue greeters table/cabinet near the Sanctuary doors holds the needed supplies. The GUEST BOOK is opened on the greeters' table/cabinet. The top page is dated and pens are put out for visitors. If there are only a few blank pages left, additional copies are made in the office to ensure an adequate supply. In addition, NAME TAGS and MARKERS are laid out on the table. Two signs are put out on the table/cabinet: New Visitors (with the Guest Book) and Returning Visitors (with the Returning Visitors sheet).
2. Greeters pin on the "Greeter" badge (top drawer of the credenza) and get ready to greet. The handicap accessible door is "turned on" (see note by door for instructions). If additional help is needed, consult the schedule of Ushers/Greeters (U/G) on the shelf in the greeter table for a possible helper.

Greeting:

1. **Greeting at the Door:** Greeters stand with one greeter at the door and one greeter at the visitor table. Greeters welcome everyone as they enter the church and introduce themselves to anyone they do not recognize and ask if they're visiting for the first time. If there are 3 greeters, two will station themselves at the doors, holding them open and welcoming all. The third greeter is stationed at the table for visitors.



2. **New/First Time Visitors:** New/First time visitors are directed to the person stationed at the table, who asks new/first time visitors sign the Guest Book and invites them to make a nametag. Greeters make sure ALL visitors sign the book and fill out the form completely. New/First time visitors need to be made aware of the brochure rack and greeter explains they are welcome to all brochures and any of the programs and events being offered. Greeters introduce new visitors to the Minister and/or others whom they might relate to at UUCWC. Visitors are given a copy of "Welcome to UUCWC", found in the front of the Guest Book. Greeters invite visitors to stay after the service for coffee downstairs.
3. **Returning Visitors:** Returning visitors do not sign the guest book but find their name on the "Returning Visitors" sheet. Greeters check the date to show they've attended and write the returning visitor's email address. Returning visitors are invited to attend First Encounters, a program held on the first Sunday of every month, except during summer services.
4. **Visitors with Children:** Visitors with children are introduced to an RE "point person" (Director of Lifespan Religious Education, or a RE teacher) if possible. Greeters mention that all children are in the Sanctuary for the first part of the service, but that children usually leave for RE after the "Story For All Ages". Visitors and their children are welcome to sit in on an RE class.
5. **Latecomers:** Latecomers are directed to stay in the lobby until the Financial Affirmation. Greeters monitor the door to the Sanctuary after the service begins and encourage people to enter at appropriate times as indicated by * in the Order of Service.

After Service Starts:

1. Greeters count people in attendance. After the service starts, greeters check the other rooms in the building (classrooms, kitchen, office, etc.) and count people outside the sanctuary.
2. Greeters assist the Ushers with the Financial Affirmation, following the PROCEDURE FOR USHERS. While Ushers count all offerings in the sanctuary, Greeters count attendance in the Sanctuary and others in the building as above. The total numbers for attendance and the financial offering is noted on the collection form, detailed in the PROCEDURE FOR USHERS.
3. Greeters may sit and enjoy the service. After the Service, Greeters invite guests for coffee in the Crossings Room. If Greeters see someone standing alone, in the lobby or during the Fellowship hour, they speak to them and introduce them to others (especially the Minister if they have not yet met him). The Greeters job is to make visitors and congregants feel comfortable and welcome.
4. If Greeters need a substitute, they must arrange their own substitute by emailing all on the U/G list and let U/G coordinator know so changes are listed the order of service.

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