

# Guidelines for Greeters – updated 09.14.17

## Before Worshipers Arrive

- Arrive by **9:30** a.m.
- Delegate who will be at front door, at greeting table, or at main doors to Meeting Room.
- Put out name tag rolling bulletin board (located at the far end of the greeting room).
- Put on your name tag.
- Look around and see if anything needs to be tidied up. Make sure there are enough name tag stickers; extra stickers should be in small file cabinet under greeting table. Check on meeting room set-up.

## As Worshipers Arrive

- At **9:40**, close main Meeting Room doors.
- At 9:40 put sandwich board sign outside of front door (if needed).
- Remind those setting up coffee/potluck to speak softly.
- Be welcoming when people arrive—Smile, shake hands! Include children in your welcome.
- Encourage quiet; speak softly and say that people are beginning to worship.

## Greeting Newcomers

- Welcome them, and let them know we are glad they are here.
- Offer a name tag sticker.
- Give them a Welcome “half sheet” that explains what occurs during Meeting for Worship; it is on the table by the front door.
- If they have children, direct those with babies to the nursery (through the doors to the restrooms and to the left of the exit door), or tell them that First Day School begins at 10:15 for older children – except on 5th Sundays.
- If Meeting Room doors are closed, direct them to the small side door entrance to the Meeting Room.

## 9:55 to 10:15

- At 9:55, flick lights in greeting room once or twice. Use light switch “A” on wall inside side door.
- Remain outside the meeting room till 10:15.
  - Direct latecomers to the small side door.
  - Monitor the noise volume of people in greeting area.
  - Collect announcement sheets (located on the table by the front door).
- Open doors at 10:15 to let children out to go to class (except on 5th Sundays). Listen first to make sure no one is speaking.
- Close doors again.
- Choose which greeter will remain outside for the remainder of meeting for worship to be welcoming and helpful to latecomers and to monitor noise. Other greeters may join meeting for worship (one needs to stay close to the doors).

## At Rise of Meeting

- At rise of meeting, open the doors and remain at doors with the announcement sheets. Inform small meeting for worship (in the library) that meeting has risen.
- Person closing meeting will identify the greeters and mention that they have the announcement sheets.
- Stand at doors and hand out announcement sheets.