

GUIDELINES FOR GREETERS  
Unitarian Universalist Fellowship of Franklin, NC  
Updated version: November, 2010

Your commitment in being a greeter is very much appreciated. Thank you for being here.  
Please arrive between 10:15 - 10:30 AM, as some people arrive early.

IF YOU ARE UNABLE TO GREET ON YOUR ASSIGNED SUNDAY, PLEASE FIND A REPLACEMENT.  
IF YOU HAVE DIFFICULTY, CALL SUE ATLAS. (HOME-828-586, CELL- 828-226-4032)

These guidelines will assist you in keeping the service running smoothly.

On arrival, check the Sanctuary- chairs in place, hymn books in chair-backs, trash gone?  
Greeters are stationed at the entrance and Sanctuary doors, and distribute the Order of Service.  
One greeter may welcome people outdoors on the flagstone, weather permitting.  
If it is raining, lay out the black mats (stored in coat room) on floor of foyer

Show visitors & guests the guest register. Encourage them to sign it and make a nametag (on credenza).

Encourage attendees to enter Sanctuary as foyer can get crowded.

Direct them to restrooms, baby-changing table in women's restroom, the coat/"cry" room on left of foyer, as well as water fountains. Large print hymnals located in the foyer credenza. Warren has aids for any with hearing challenges.

When service bell rings, close Sanctuary doors. Sit in rear of Sanctuary to greet latecomers.  
Pick up hand mics from Warren in sound room.

During Announcements, Joys/Concerns, and comments/questions after a speaker, greeters take hand mics to anyone wishing to speak. This helps all hear better, and allows comments to be on the DVD recording. Push up on button to turn on mics.

During Offertory, pass three wooden offertory plates, located on the foyer credenza, covering all areas. After offertory, place all offerings inside one plate for the treasurer to pick up. Cover with empty plate and put wooden plates on top of credenza.

Take a head count of everyone in attendance (adults and children). Before service begins one greeter goes to Fellowship Hall to count all there. About 10 minutes into service, before the children leave, count those in Sanctuary.

At close of service, write down total number in attendance on the visitor sign-in sheet for that Sunday, circle the # and date. Include any one who was in the Fellowship Hall and not in Sanctuary for service such as child care worker(s) & other children.

Check placement of chairs. Pick up any Orders of Service, and put them in recycle baskets .Put any items left by members in the foyer so they can pick them up. Straighten up the entry.

Thank you for your time, service and friendliness as a Greeter!

## **Guidelines for Greeters**

### **Short List Version**

**November, 2012**

**Arrive between 10:15 - 10:30 AM.**

#### **Before Service:**

- On arrival, check Sanctuary- chairs in place, hymn books in chair-backs, trash gone?
- Stand at entrance doors, and distribute the Order of Service.
- May greet outdoors on flagstone, weather permitting.
- If wet weather, lay out black mats (stored in coat room) on floor of foyer
  
- Show visitors & guests the guest register, to sign in & make nametags (on credenza).
- Encourage attendees to enter Sanctuary, as foyer can get crowded.
- Direct them to restrooms, baby-changing table in women's restroom, coat/"cry" room on left of foyer, water fountains.

#### **Aids for Attendees:**

- Large print hymnals located in the foyer credenza.
- Warren has aids for any with hearing challenges.

#### **When service bell rings:**

- Get hand mics from Warren in sound room.
- Close Sanctuary doors.
- Sit in rear of Sanctuary to greet latecomers.

#### **Hand Mics:**

Take hand mics to anyone wishing to speak during:

- Announcements
- Joys/Concerns
- Comments/questions after a speaker.

#### **Offertory:**

- Pass 3 wooden plates (on credenza) covering all areas.
- Place offerings in 1 plate for treasurer to pick up, cover & put on top of credenza.

#### **Head Count:**

- Before service, a greeter counts all in Fellowship Hall.
- Count all in Sanctuary 10 minutes into service, before children leave.
- After service, write total number on visitor sign-in sheet, circle # and date.

#### **Clean up:**

- Check placement of chairs in Sanctuary. Straighten as needed.
- Pick up any Orders of Service, and put in recycle baskets.
- Put any items left by members in the foyer so they can pick them up. Straighten entry area.

**Thank you for your time, service and friendliness as a Greeter!**