

Being a Greeter at UU St. Pete

Greeting guests, first time visitors and members is a time-honored practice among UUs. A sincere welcome sends the all-important message that we as a community are warm and pleased by their presence. Our welcome may prompt the guest to return, soothe a soul, or express the joy of seeing a familiar face again. We want each and every individual to feel acknowledged by us while experiencing the love that we share with each other.

1. Please arrive by 10:00. Check with the Worship Leader for any last minute instructions.
2. Put on a Greeter badge. If you can't find one, make a stick-on.
3. Straighten the welcome table from clutter and extraneous paper. Be sure there are extra stick-on name tags, markers, etc.
4. Greet everyone warmly and **give each person an order of service**.
5. Try to figure out if a person is a first or second time visitor. If you're not sure you can ask, "Do you have a name tag here?"
6. **Invite all visitors to stay after the service for coffee** and tell them how to find the Hall.
7. First time visitors – **give them the envelope of welcome materials** from the Membership Committee.
8. **Give all visitors a stick-on nametag.**
9. **Any return visitors – ask if they'd like a permanent name tag**, then have them sign up on the sheet provided.
10. **ALSO** ask any return visitors (or first timers who seem interested) **to sign the Guest Log Book** so we can send them a newsletter if they request. **LEGIBLE EMAIL IS IMPORTANT!**
11. **Any children, refer to the RE table.**
12. One greeter should stay near each entrance for the first ten minutes of service to greet late comers.
13. Normally two greeters **take up the collection**. Walk to the front together, get the collection plates from the Worship Leader. As soon as you're finished, one greeter returns both plates to the Worship Leader.
14. **COUNT everyone!** First, count the number of visitors who stand up during announcements, and note that number on the sign in sheet. Then during the Time for All Ages (Children's Story), go up into the loft and count everyone – adults and children separately. Record this information on the sign in sheet.
15. **After service**, Greeters should circulate in Gilmour Hall to join in making our guests welcome.