

## Hospitality Tasks for Greeters

### Pre-Service: Please arrive by 10 a.m.

1. Check that the rainbow-colored **runner**, the **basket** with clicker, attendance sheet and pen as well as the **basket** for recycling the Order of Service handouts are displayed on the chest of drawers in the entrance way. If not, you can find them inside the chest of drawers.
2. Check that **nametags** are in the display case and envelopes for cash donations and writing utensils are available.
3. **Check** for the following: clip board with “UUFMC Visitors” with pens, temporary name tags and markers for newcomers, brochures, directories and crayon baskets for visiting children. If they are not out, check under the ledge for replacements.
4. **One greeter** will stand down near the door and will welcome the attendees, hand them the Order of Service, introduce families with children to the RE representative and use the clicker to count all adults.
5. **The second greeter** will stand upstairs in front of the ledge and will help individuals locate their nametags. When a new visitor comes, this greeter will welcome him/her and ask him/her to fill out a temporary nametag and the Visitor’s Sign in sheet (if they want to do so). The greeter can also introduce the visitor to church members who may be of interest to him/her.
6. If a visitor needs to use the lift, the first greeter will help him/her enter the lift, while the second greeter or a designated person assists him/her getting out of it upstairs or assign somebody else to do this task.

### Church Service:

1. When the service begins, the second greeter will go to the service and sit on the North side of the aisle to pass the collection basket later on.
2. The first greeter near the entrance door will remain in the outer area to greet late arrivals.
3. This greeter will listen carefully to the service and when the children’s story begins, s/he will enter the number of attendees on the sheet in the basket.
4. When the children leave for their programs, the greeter joins the service and takes a seat on the South side.
5. *Both greeters will serve as ushers passing around the collection baskets.*

### Post – Service:

After the service follow up with any new visitors with a more personal welcome and invitation for refreshments in the fellowship hall or thanking departing people for coming and inviting them to attend again.

If we run low of materials, please notify Gisela (772-1602; gbmoffit@gmail.com). Thank you so much for your dedicated service to our fellowship.

*(Updated September 2017 by G. Moffit)*