

First Parish Church of Groton, Unitarian Universalist

INSTRUCTIONS FOR GREETERS

Thank you for serving as Greeter(s) this Sunday.

Before the Service:

- ◆ Please arrive at the church *at least 15 minutes before the service begins.*
- ◆ Please wear your name tag.
- ◆ **One Greeter should stand at the front door and one Greeter should stand inside the door of the East Wing (first floor wheelchair access door by the parking lot).**
- ◆ Welcome everyone who enters the building. If someone identifies themselves as a newcomer/visitor, encourage them to make and wear a name tag and to sign the **guest book** so we can add them to our mailing list to receive the church newsletter. Visitors can sign up for a permanent nametag at the Newcomers Table on the stage.
- ◆ **Parents with children need to know the following information:** Children are in the sanctuary for the first part of each service, and then go to church school classes. In addition, childcare is available for babies and toddlers through age 3 throughout the service in the nurseries on the second floor of the East Wing. Some parents may wish to keep their children with them or to accompany their children to church school - whatever works for their family is fine. **There is a Religious Education Information table set up in the vestry staffed with a Religious Education Greeter before, during and after service. If families have questions, please direct them there.**
- ◆ Please make sure the downstairs speaker (by the closet with tables and chairs) is switched on. Please switch off the speaker after the service has ended. The service is broadcast for families who need a break during the service and those working in the kitchen.

After the Service:

- ◆ **Your help with greeting visitors at Coffee Hour is very much appreciated.** Please keep an eye out for people who look lost or are not talking with anyone and introduce yourself.
- ◆ **If a visitor expresses an interest in a particular program or issue, it would be helpful to introduce them to others** in the church who are involved in that program or issue. Committee membership is listed on everyone's nametag.

(Revised 9/8/06)