

## UU Greeter Responsibilities

Thank you for volunteering to be our greeter at the Fellowship on Sunday morning. You are really important. You are the master of ceremonies of what happens to people, especially visitors, as they set foot in our home, our sanctuary, and our community.

- **Arrive** at 10 a.m. Find the Lay Leader and ask if you can be of any assistance, such as rearranging chairs, or putting out hymnals
- **Orders of Service** should be in the office. Hand them out at the door to the sanctuary. Have fun with this. It's the whole point.
- **Personal Hearing Devices** are in the sound room. (If it is locked get the key from the office or ask the lay leader to unlock it.) Check the battery of each unit by seeing if the light comes on when it is turned on. Extra batteries are in the basket. Replace batteries of any that need it. Place the basket on the table next to the sanctuary doors and give a hearing device to those who request one.
- **Be attuned** to questioning faces -- visitors with kids wondering about education, members looking for someone (you may know where the sought person is), a member who has been out sick and is back for the first time in months.... Do what comes naturally to be warm, gracious, and helpful on behalf of all of us.
- **Move folks in.** At 10:25 a.m. let people who are still milling around near the doors know that the service is about to start.
- **Close the doors** to the sanctuary at 10:30 a.m., especially if people have refused to come in, so that their conversation doesn't continue to interrupt the service.
- **Stay put.** From the start of the service through the Children's story it's nice if you can stay at the doors and help latecomers enter quietly by opening the door for them and handing them an Order of Service. I've found that it helps if you stand just inside the door and graciously open the sanctuary door for late arrivers for the first 10 minutes. (Note: remember to smile when you do this so someone doesn't think your are annoyed at them for being late.)
- **Hand out hearing devices.** Watch for any hands that raise when the lay leader mentions that personal hearing devices are available. Bring one to them.
- **Count heads.** After the children leave, do a quick head count (it's easier to do while you are still standing).
- **Help with the offering.** Go forward when it is time for the offering and help pass the baskets, unless other volunteers beat you to it.
- **After the service: 1) Get the offering** from beneath the podium and bring it to the treasurer or another board member in the office (don't leave it sitting there – hold onto it until you find a person to give it to). **2) Write down the head count** on the attendance sheet that is next to the light switch in the office. **3) Return hearing devices to the sound room.** Count to make sure all are returned.