To Do List for Sunday Morning Service Ambassadors

- Hours for Ambassadors are 10:00 until 10:40 at the Visitor welcome desk in the lobby.
- Be prepared with new visitor forms, visitor welcome packets, name tags, sharpies for filling out name tag.
- Greet newcomers, ask that they fill out a new visitor form making sure they complete all areas, especially date and contact information. Check that the handwriting is legible before they leave the area. Initial the completed form.
- Briefly orient new visitors to the layout of sanctuary, social hall, bathrooms, RE space, children's play areas, etc.
- For those visiting with school age children, present them with an RE welcome bag located under the table. Orient them to an RE staff for further information about our programs.
- Introduce them to a member for conversation if time allows or convenient.
- At the end of the time, place all new visitor slips in the Administrator's folder in the back hallway.
- Invite returning visitors to sign the log with name and date of their return visit. For those who have had 3 or more visits, invite them to request a permanent name tag.
- Encourage new and returning visitors to remain after the service to enjoy our coffee/social hour.