

Greeter/Visitor Aide Instructions

Before the service:

Arrive at 9:30am and stay at the Greeters table until 10:15am. (Often visitors will arrive late.) Greet everyone walking entering the Church. Be friendly! But not pushy. Greeters should get Planning Center Check Ins app on their phone so they can check people in. Judy Stettner can help you with this. If you can't remember somebody's name, no shame, just ask them to remind you.

How to find out if somebody is a visitor. If you are un-sure if someone is a visitor then introduce yourself and say, "Hello my name is _____, I'm not sure if we have met." Then they will usually tell you if it is their first time here or they have been coming for a while.

If someone is a visitor:

1. **Name tag:** Make them a name tag. Also explain they can return name tags to the visitor table when they leave.
2. **Further Instructions:** Point out the ushers. The ushers will give them a connection card.
3. **If they have Children:** Explain that children normally stay in the service for the first 15 minutes until the end of the children story except during the summer when youth programming is on break. If they would like a tour of the RE (Religious Exploration) area, then find someone from RE or another church member who is not busy and ask them to show the people around. Optionally you can offer to do it after the service. There are tables and cabinets with craft and fidgets available in the sanctuary space.
4. If this is their second time visiting, they probably have a name tag in the box on the greeter table. Let them know they can return their name tags to the name tag rack afterwards.

After the service:

This is just as important a time as before the service. Make a special effort to talk to any new(ish) person who might be standing alone.

Things you can ask visitors

1. How did you find us?
2. Have you ever been to a UU service before?
3. How did you get interested in going to a UU service?
4. Show them the Connection Conversation table and encourage them to sit there for coffee hour
5. **Special Interests:** If the visitor has a special interest (e.g. Choir, RE, Social Justice) you can try to introduce them to others involved with the special interest.