

UUCM In-Person Greeter Guidelines

Thank you for your help as Greeter!
Please arrive 15-20 minutes before your service.

Before each service:

1. Put on your nametag. Please follow whatever Covid protocols are in place.
2. Put out the guest book, a pen and write in the date.
3. Get a marking pen and peel-off name tags (found in hanging desk in entrance foyer).
4. Stand near the guest book.
5. Greet everyone and introduce yourself to unfamiliar people. If they are visiting, invite them to sign the guest book. We'd like to have their email address so we can let them know about upcoming events.
6. Ask them to or make them a nametag (please especially help children).
7. Tell visitors about the coat rack and restroom locations. If they have brought children, mention our RE program, including the nursery.
8. Suggest they checkout the information on the Visitors' Table in the corner of the Community Room after the service.
9. Since our visitors sometimes arrive a little late, continue to stand near the doors until 5-10 minutes after the service has started.
10. The Office Administrator and Membership Ministry will send a thank-you note for attending and add them to the database for upcoming events including "Exploring" classes, typically held after the service on the second Sunday of the month.

After each service:

1. Introduce visitors to others you know, including the minister, any board members or facilitators.
2. Remind them to check out the Visitor's table for more detailed information about Unitarian Universalism, UUCM membership information, Adult RE classes and the website <http://www.uucmtka.org/>, etc.

UUCM Online Greeter Guidelines

(Zoom Tech Volunteer Fills this role)

Online Greeter - Before the service:

1. Please join the zoom room for the Sunday service about 20 minutes before the service begins to welcome both visitors and members. Offer a friendly greeting to everyone as they arrive, making especially sure that visitors are acknowledged. Other members are also encouraged to engage with visitors to make sure no one is missed. During the service, the Worship Associates will invite visitors to sign our Online Guestbook.

2. The Office Administrator and Membership Ministry will send a thank-you note to visitors for attending. We'll also invite them to our "Exploring" classes, typically held after the service on the second Sunday of the month.

***THANKS for being part of our Membership Ministry.
Your contribution makes a difference!***

Date of Last Revision: 9/3/2021