

Being a Greeter at TvO

Thank you for doing the *mitzvah* of volunteering to be a greeter. We hope that the following instructions are helpful. If you have further questions or concerns, please contact: Naomi Wilensky, Administrative Coordinator, at naomi.wilensky@tikkunvor.org

Goal

Maintain a welcoming but watchful presence before and during services in order to keep the congregation safe. One or two greeters will be stationed at the front door in order to maintain control over access to the building. All other doors should be locked.

In preparation

- ☐ Read [The Power of Hello Guide for Houses of Worship](#).
- ☐ Also check out [Countering Active Threat Training](#)

During your shift

- ☐ Have a cell phone on you.
- ☐ Greet each person entering the building. Be friendly and welcoming. Notice each person. If they are unfamiliar to you, ask who they are.
- ☐ Check people off the registration list as they come in (for High Holidays or other special events)
- ☐ Lock the door when the service begins.
- ☐ Make sure all other doors are fully closed at all times. Note location of all doors.
- ☐ During the service, position yourself in the southeast corner of the sanctuary (near the kitchen) so that you can monitor the parking lot to see if there are any late arrivals.
- ☐ Keep your eye out for the visual doorbell (in the northwest corner of the sanctuary, overhead) in order to let in latecomers.

In the unlikely case of an active threat

- ☐ Remain calm
- ☐ Alert the community to quickly exit the building and run
- ☐ Call 911