

Thank you for greeting today! It's our goal as greeters to make sure that everyone knows that we are Welcoming Congregation who lives out the values of Unitarian Universalism. We encourage you to share information about the church, and connect people with resources they need to comfortably enjoy their experience here at UUCLC!

Arrival	Greeters arrive 20 minutes before service
Name Tags	Open name tag cupboard doors in hallway. Wear your own name tag as well as a greeter tag (in credenza). Place sticky nametags and pens on the greeter cabinet.
Guest Cards	Place "Welcome Cards" and pens on the cabinet desk. Ensure trifolds about UUism & programming are on the cabinet.
Copies of The Light, Hearing Devices	Copies of the Light, Weekly NUUS, and "This Week at UUCLC" are located to the left (north) of the front door.
	Put the basket of hearing assist devices on top of the credenza. Take one device with you into the Sanctuary to hold up ready to give to anyone who might need it when the announcement of their availability is made.
Pride & Coexist Flags	Mount the flags (found in store room next to Gallery) on either side of the Tombaugh stained glass window (applies to summertime only).
Hymnals	Pull Hymnal carts into the lobby (summertime only).
Greeter Posts	First Greeter - by the Greeter Station greeting guests and making sure they fill out name tags and a "Welcome Card". Second greeter - by the Lobby/Sanctuary doors. If this greeter needs to leave this post, ask a congregant member to "Person the Post" and hand out Orders of Service and the appropriate hymnal(s) until the greeter can return. Third greeter, if there is one, - by the Sanctuary/Breezeway doors.
Guests, Gift Bags, Welcome Cards	Be as welcoming as possible; their first five minutes in church usually determines whether guests will return!
	Each 1st-time guest receives a gift bag.
	Ask all visitors if this is their 1st, 2nd or 3rd visit to the church.
	Questions for visitors: <ul style="list-style-type: none"> • Have you filled out a "Welcome Card"? • Are you interested in receiving a name tag? • Have you been receiving the NUUS/Light? • Do you have any questions we could help you with?
	Put filled in Welcome Card in money bag with offering. Welcome Cards filled out after service, are placed in collection basket.
Service Animals	Ask anyone who brings a service animal to the service, to sit in the back of the sanctuary due to possible allergy concerns. Also, try not to seat young children near the animal.
For Children	"Kid Stuff" is in the bookcase in the lobby next to the Welcome cabinet. Offer any items to parents who are keeping young ones with them throughout the service.

Orders of Service	Ask couples if they are willing to share an Order of Service.
	After service -- tidy up the sanctuary (hymnals back in lobby).
	After the service -- collect orders of service and place in recycling bin in hallway.
Service-in-Session sign, Attending the Doors	One greeter should stay outside the lobby doors after the service starts for at least 20 minutes to guide latecomers and maintain a respectful quiet in the lobby. If there is a greeter for the breezeway doors, that greeter should guide late arrivals to the lobby. Help them find seats if necessary.
Contribution Collection	Use baskets in the second drawer down (on left) in credenza
	Put small contribution envelopes in the baskets.
	Agree before service which greeter takes which section of sanctuary. (Please note: If possible, greeters taking contributions & placing them in money bag should not be related).
	Wait for the music to start before taking the collection!
	Leave sanctuary quietly after contributions are collected or sit and wait for the music to finish and then leave. Your choice.
	Quietly organize and place contributions in the appropriate money bag (top drawer). There's a bag for each service. Place completed visitor cards in also.
	Zip bag closed, turn the knob and push it down on top of the zipper slide to lock the bag.
	Take bag to the office and slide it through the slot in the door. If the door is open, there is a drop safe in the closet. Place bag in the safe's drawer and close, making sure bag drops into the safe. It's just like a post office mailbox.
Take Attendance	In the sanctuary only, count all the adults, guests, and children separately; including the minister (or other speaker), service associate(s), choir, musicians, etc. Record in the attendance book (top drawer of credenza).
Hymnals	Put Hymnal carts into the back row in the sanctuary after service.
Closing Up	Put collection baskets in credenza drawer.
	Welcome Cards go inside the welcome cabinet.
	Hearing assist devices basket goes in right drawer of credenza.
	Close name tag cupboard.
	Bring in the 2 flags and put in the store room by the Gallery.
	Bring the "Service In Session" sign into the sanctuary.
Put out the cat ;)	

Thank you very much for greeting today!