



Saturday Evening Greeter Responsibilities 5:00 pm Service

Thank you for being a greeter -- your role in making regular attendees and newcomers feel welcome is very important.

- Please arrive by 4:45 pm.
- There should be two people at each service—one at the front door and one at the ramp door. Greet people and give them a Mini-Pioneer and any other handouts; if the service is crowded, help to find seats.
- You may be the first encounter visitors have with UUism, and we want them to feel welcome. There is a lead greeter at every service who focuses on newcomers (generally Jeanne Neltner or Diane Eng). Please let the lead greeter know if someone appears to be new to the church. If there is no lead greeter at the service, give the newcomer a nametag, and invite them to fill out the “Information Please” section of the Mini-Pioneer. Give them a copy of the “Welcome to This House” visitor handout. Tell them about the Welcome Table in the Common Room where they can obtain additional information. If extra copies of the Pioneer are available, offer them one.
- At the beginning of the service, close the door and ring the bell several times.
- Count the attendance and record in the blue binder on the table in the back.
- If someone arrives during the meditation time, ask them to wait in the entryway until the quiet time is over.
- Take up the offering. After the collection, take the baskets up to the pulpit.
- After the service, check that the pews are back in order.
- Help anyone looking for the handicap ramp or restrooms.
- If you can stay for Social Time, talk to people with “blue mugs” and anyone looking uncomfortable. Introduce them to other church members.

Questions? Please contact Peg Biagioni at 630-845-2788 or volunteer@uusg.org. If you're unavailable during your assigned service, please arrange for your own substitute or contact Peg to see what other openings are available.