

## GREETING INSTRUCTIONS OUTLINE

Thank you for agreeing to serve an important role to welcome everyone at the front door, to help newcomers know what to expect, and to make newcomers and visitors feel welcome after Meeting for Worship. Please show tender care for all arriving, both before and after 10:35, by practicing friendly language and a gentle spirit. Here is a quick outline of greeting instructions; please also read the complete instructions for a full understanding of what you are expected to do.

Starting by General Setup

**10:00 AM** The two greeters should both be present and wear the Greeter Name Tag. Get the **“Welcome” easel** and make sure there are enough welcome brochures, name tags, and a marker.

Ending by Get the box marked “Greeting Supplies” and place the signs according to the instructions on their backs.

**10:15 AM**

Starting at Parlor Worship Setup

**10:25 AM** Close the doors into the Hospitality Room from the Parlor and the Foyer. Push a Parlor table to a wall and arrange the chairs for a small worship group. Partially close the doors from the Parlor into the Foyer to reduce noise.

Starting at Parlor Worship Commences

**10:35 AM** *One* greeter shall settle into worship in the Parlor until 11:00 AM. The *other* greeter will close the door from the Hospitality Room to the Meeting Room, return to the Foyer, and place the sign indicating the commencement of worship (the one with a suction cup) on the inside of the front entrance.

The greeter in the Foyer will assist those arriving after this time, inform them that Meeting for Worship has begun, and invite them to Worship in the Parlor.

Starting at Parlor Worship Entry

**11:00 AM** The greeter leading Parlor Worship will *invite* all present to *continue* Worship in the Meeting Room, leaving the doors to the Meeting Room open after everyone has entered.

The other greeter will remain and invite those arriving after 11:00 to wait until 11:20 AM to enter with the First Day School group.

Starting at First Day School Entry

**11:15 AM** The greeter in the Foyer can assist First Day School, and others, in collecting and joining Meeting for Worship. Wait until **all** of the children are gathered. Having ensured no one is giving vocal ministry, enter the Meeting Room in a quiet manner, supporting worship.

**After** the meeting, make a point of speaking to the newcomers again and follow your leading in making them welcome, and encouraging them to sign the guest book. Also, **collect** the signs following Meeting for Worship and return them and the box of supplies to the cabinet.