

## TO SUNDAY MORNING GREETERS

Dear Friends,

Thank you for agreeing to be a greeter. Your hospitality helps others to feel cared for and open to receiving the Spirit.

**Please be at the Meeting House a little before 10:00 a.m., and plan to remain during the hospitality time following Meeting for Worship.** Your responsibilities are to welcome everyone at the front door and to make newcomers and visitors feel welcome both before and after Meeting for Worship.

Normally the **“Welcome” easel** and a box marked **“Greeting Supplies”** will already be in place at the staircase. If not, the easel will be behind the coat rack and the box will be in the supplies cabinet with glass doors, located just outside the Meeting Room. Make sure that enough **“Welcome Newcomers!” pamphlets, “Friendly Answers” pamphlets, and stick-on name tags and markers** are in the racks on the easel. If more of any of these materials are needed, they should be available in the supply box or in the cabinet. If any of these supplies are low, please inform the Outreach Committee.

**Signs** should be in place by **10:15**. They are kept in a plastic pouch, which should be in the Greeting Supplies box or in the cabinet. Instructions on where and how to display the signs are on the pouch holding the signs. Also, please check to see the appropriate **Queries** of the month are posted to the right of the entrance. The Queries are stored in a plastic folder in the supplies cabinet.

Please wear the **Greeter name tag** kept in the supply box (illustrated at right) along with your personal name tag.

You may want to decide whether one of you will give particular attention to newcomers and visitors, while the other greeter attends to everyone else. Please also decide who will settle

into Worship in the Parlor and who will remain in the Foyer.

Guide newcomers and visitors to the **“Welcome”** board for name tags and literature. Offer to answer any questions they might have about Quaker worship before they enter the Meeting Room. If you are unsure whether someone is a newcomer, you might say something like, **“I’m sorry, I don’t recall your name”**; or, **“Do you need to make a name tag, or do you already have one?”** If someone has attended several times and has made a temporary name tag each time, you might suggest that he or she request a permanent name tag. Point out the blue request forms in the small rack on the door frame beside the name tag racks.

**Around 10:25**, close the doors between the Hospitality Room and the Parlor and the Foyer, if they are not already closed; push a table against the wall and arrange chairs (10-12) to make a worship space for a small group. If necessary, gently remind any persons lingering in the Hospitality Room, as well as persons entering the building close to 10:30, to be as quiet as possible.



**Around 10:35**, one greeter will settle into worship in the Parlor and remain until 11:00. The other greeter closes the doors from the Hospitality Room to the Meeting Room, returns to the Foyer, and places a sign on the inside of the front entrance indicating that Worship has commenced in the Meeting Room. The greeter

remains in the Foyer to assist anyone arriving after 10:35 and to invite them to worship in the Parlor until 11:00. Anyone arriving after 11:00 may worship in the Parlor or wait in the Library until the First Day School group joins Meeting for Worship at 11:20.

The Practice of Parlor Worship is intended to provide an opportunity for Friends to worship within the limitations and realities of our schedules and physical space. Greeters need to be gentle and firm in giving instructions and explanations, but if a Friend or attender insists on entering the Meeting Room after the greeter's invitation, the greeters are expected to accept entry. We seek to care for all who gather to wait on and experience the presence of the Divine.

- **Around 11:00**, the greeter worshipping in the Parlor invites all present to continue worship in the Meeting Room. The greeter should be sure not to enter the Meeting Room when someone is delivering vocal ministry. The Meeting Room doors should be left open after 11:00.

- **Around 11:15**, the greeter in the Foyer will assist the FDS group and others who have not yet entered the meeting room to collect and enter the Meeting Room in a quiet manner, ensuring not to interrupt vocal ministry.

**Following Meeting for Worship**, note the persons who introduce themselves as visitors during the announcements, as well as any whom you have previously identified as newcomers

Thank you for your help in making our Meeting a place of welcome and spiritual nourishment.

The Outreach Committee

PS: Here is a list of rooms referred to in the signs: the foyer (the first area we enter in the Meeting House), Parlor (where the piano is), Hospitality Room (the area outside the kitchen and between the Parlor and the Meeting Room.

but who may not rise to introduce themselves. Make a point of speaking to them again, and follow your leading in making them welcome by (for example) introducing them to others, helping them find anything they need, offering them copies of the newsletter, directing them to the visitors' book and the free pamphlet rack near the front door, pointing out the Pendle Hill pamphlets, etc. Offer to answer their questions, or to find someone else who can, if you are not sure of the answers.

All other members of the committee that is responsible for greeting during a given month are encouraged to give special attention to newcomers and visitors.

One greeter should **collect the signs** following Meeting for Worship and place them back in the pouch for signs. The box of supplies should be returned to the cabinet.

**Additional note:** In the event that strangers appear asking for help (money, food, etc.) before Meeting for Worship, please ask them to return at 11:45, at which time you can direct them to the house managers or to a member of the Clearness and Care Committee.