
Instructions for Greeters

- Arrive by 9:45 a.m.
- Delegate who will be at front door, at greeting table, or at main doors to Meeting Room.
- Put out name tag rolling bulletin board (located at the far end of the greeting room).
- Put on your name tag.
- Look around and see if anything needs to be tidied up.
- Be welcoming when people arrive—**Smile**, shake hands!
- Include children in your welcome.
- For newcomers:
 - Welcome them and let them know we are glad they are here
 - Offer a name tag sticker
 - Hand them a welcome packet, explain that it has lot of info about Quakers (Welcome packets are clipped above the table by the front door)
 - Give them a Welcome “half sheet” that explains what occurs during meeting for worship (it is on the table by the front door). Also other reading material
 - If they have children, direct those with babies to the nursery (through the doors to the restrooms and to the left of the exit door) or tell them that First Day School begins at 10:15 for older children
 - Direct them to the meeting room.
- Close doors to meeting room promptly at 10:00.
- Remain outside the meeting room for the next 15 minutes.
 - Direct latecomers to the sound-lock passage (side door)
 - Monitor the noise volume of people who wait
 - Collect announcement sheets (located on the table by the front door).
- Open doors at 10:15 to let children out to go to class, then late-comers in.
- Close doors again.
- Choose which greeter will remain outside for the remainder of meeting for worship to be welcoming and helpful to latecomers and to monitor noise. Other greeters may join meeting for worship (one needs to stay close to the doors).
- At rise of meeting, open the doors and remain at doors with the announcement sheets. Inform small meeting for worship (in the library) that meeting has risen.
- Person closing meeting will identify the greeters and mention that they have the announcement sheets.
- Stand at door and hand out announcement sheets.