

Greeting at First Parish – Guidelines

You will not be examined on all this. Above all remember your GIG is:

- Greet
- Introduce
- Get names

Overall objective

Make everyone feel welcomed. Introduce newcomers to members and friends.

Ethos

Hospitality: The entire church is responsible for hospitality. The greeter's primary role is to facilitate this hospitality. Like the host(ess) at a party, a greeter should flit around social hour making introductions and checking no one is left out cold. But all of us are responsible for hospitality. It is not a greeter's responsibility to be hospitable on our behalf.

Sensitivity: It's great if a newcomer is comfortable with providing name and address so they can receive the Satellite. It's great if they want to go down to social hour. But for many people it will take more than one visit before they feel comfortable committing to anything more than just attending service. We respect this. (But we'd still like to know their names.....)

Overview of tasks

Before service

- Welcome church-goers at the doors.
- Hand out *Orders of Worship/Satellites*.
- Offer newcomers a *First Parish Visitor & Newcomer Guide*.
- Explain options for RE/child care for newcomers with children.

After service

- Greeter 1 stands beside the minister to meet/assist newcomers.
- Greeter 2 goes to vestry to greet newcomers and introduce them to regulars.

The operational details

1. Arrive at 10:15 AM. Go to the narthex¹ and collate *Orders of Worship* and *Satellites*. One Greeter takes some down to the side entrance by the church office. The other Greeter stays in the narthex.
2. If the nametags have not yet been put back up on the name tag rack, please help put them up.
3. You may want to wear the special nametag that is located on the lower right hand corner of the tag board that says "Your Greeter This Morning."
4. If you know it, greet people by name, as you hand out *Orders of Worship* and *Satellites*.
5. If you see someone you do not recognize, ask if this is their first visit to First Parish. If so, offer them a *First Parish Visitor & Newcomer Guide* (these are in the rack in the Narthex). If they have children explain that they may attend RE/nursery (in which case ask another 'grown-up' to take them to meet Sadie or to the appropriate grade classroom) or they may take them to service.
6. For services where the children will be in the sanctuary for the entire time, offer families with small children the coloring sheets and crayons.
7. If you are at the side door, return to the narthex at 10:40 AM for the "rush".

¹ The entrance hall between the front door and the sanctuary.

8. Move into the sanctuary for service just before the chalice lighting.
9. Leave the sanctuary during the last hymn. Then:

Greeter 1	Greeter 2
<p>Stand with the minister(s) and again greet newcomers as the congregation exits.</p> <p>Ask newcomers if they have any questions. If they do, try first to grab someone from the congregation to escort them downstairs, get them a beverage and answer their questions. If they don't have questions, reiterate the invitation to join us for social hour. Again, see if you can grab someone to show them the way down to the vestry and help them get beverages.</p> <p>Thank those who don't want to stay for coming and tell them you hope to see them back again.</p> <p>Join Greeter 2 downstairs when the sanctuary has emptied and assist there.</p>	<p>Immediately after service, take the nametag basket downstairs to the vestry and place it on the mezzanine floor by the elevator door. Then circulate to introduce newcomers to church members and friends.</p> <p>Try to ensure that all first-time and returning newcomers have someone with whom to talk. Check back with them.</p> <p>You might ask if they filled out a form to receive the Shooting Star or ask if they are receiving it. Collect forms.</p>

10. Put *Shooting Star* request forms in the mail slot in the door of the Church Office (i.e., Cindy's office).
11. If you are able to stay until the end of social hour, please return the nametag basket upstairs to the narthex and, if you have time, return the nametags to the rack (There might be grown-ups there waiting for choir practice to end – often they will be glad to put the nametags up for/with you!).
12. If you have time, please tell us (Membership) who you met, comments you heard, how you felt about greeting. You can call or email notes to anyone on the Membership.

Questions and Feedback please to

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Or any other member of the Membership Committee: Diana Keohane, Joan Keane, Judy Consentino, Karen Psaledakis, Sue Sheedy or Carla Corey (SC liaison).		