

UUCK Greeter Sign-up Sheet

NAME _____ EMAIL _____

Greeter experience: NEW RETURNING

Service(s) available: 9:45AM 11:30AM BOTH

How often would you like to serve? 1/MO 2/MO 1/EVERY 2 MOS

Tasks you are willing to serve as a greeter. Please check ALL that apply:

- ORDER OF SERVICE – Hand out the Order of Service, beginning approximately 25 – 30 minutes prior to the start of the service. Greet and welcome members to the church. Follow procedures in opening/closing doors, including handling latecomers.
- VISITORS TABLE – Provide overall knowledge about UU, information about the variety of programs UUCK offers and the appropriate contact people, handout pamphlets based on interest, get attendees to put on name tags, retrieve larger print hymnals and order of service for those that prefer or need them. Greet and welcome members to the church. Collect yellow care cards during opening hymn. Return to the table after the service in case anyone has any questions.
- OFFERTORY – Prior to service, gather 2 baskets for the offertory, which should include bookmarks of the UU principles. Retrieve appropriate envelope for the service as well as an information sheet. Pass around the basket during the offertory and return the basket to the front of the sanctuary. During service, count the number of attendees; record on information sheet. After service, count the contents of the basket and record on the information sheet. Return the envelop with the offertory and information sheet to the appropriate location.
- USHERING – Assist attendees to find seats. Ask seated members to move in closer to the middle to create space for others. Be sure that the very back pew is for families with young children and individuals that need physical assistance. Retrieve and organize folding chairs when additional seating is needed.