

GREETER CHECKLIST

Please plan to arrive at 10 a.m.

If you have any questions, find Nicole or Jackie.

Set up

1. Make sure to put on your name tag
2. Move the greeter table so that it is in front of the door. On the table, there should be the following:
 - a. Visitor name tags
 - b. Pronoun stickers
 - c. Connection Cards
 - d. Bulletins (If the bulletins are not already inside, they will be in the little library box by the parking lot.)
3. Put the hand sanitizing station next to the table

Greeting

- Welcome people as they enter the space
- Hand out bulletins
- If someone is a visitor, ask them if they would like to be on our mailing list, and if so, ask them to complete a Connection Card.

Once Service Starts

- Stay at the greeter table for at least 10 minutes after the service begins to welcome any latecomers.
- When you join service, leave the bulletins on the greeter table in case others come in and take the attendance clipboard with you.
- **During the service, count attendance, including staff, and children, and write the final count on the attendance sheet (on the small clipboard).**

After service

- Collaborate with others on site to support cleanup, ensure candles are extinguished, doors are locked, etc.

If you are the last to leave, please walk the perimeter to make sure all exterior doors are closed and locked, and candles extinguished.

Thank You for Volunteering