

GREETER

April 2005

Role: To encourage a warm and inviting environment where people feel welcome and comfortable.

Responsibilities:

- Put out membership and guest books.
- Display UUA pamphlets.
- Put out copies of the latest newsletter.
- Greet people as they are arriving.
- Invite visitors to take a name tag.
- Invite those who are interested to sign the guest book if they would like to receive the newsletter.
- Invite those who are interested to take pamphlets and/or a copy of the newsletter.
- Answer questions about UUFM activities, upcoming events, membership, etc.
- Invite visitors to stay for coffee.
- Pass the baskets during offertory if asked to do so by the Convener.
- Distribute the Sunday bulletin.
- Introduce visitors to others during coffee hour as needed.
- Record the weekly adult and youth attendance.