

FUUSA Greeter Role – Thank you for taking the time to be a greeter.

Who: Two or three FUUSA members or friends who can be friendly and answer basic questions from visitors: One for the membership table, one-two stationed by the door. Friendly children are welcome to help their parents greet.

When: Sunday, 9:15 – 10:00 AM

Where: 405 Washington Ave. Lobby, near the door

Tools: Wear your **personal nametag** and a **FUUSA Welcome ribbon** (in the cabinet in the lobby) and a **smile**.

Purpose: Eradicate Isolation!

We greet to ensure that newcomers feel comfortable. We welcome everyone who comes in, but especially first-time visitors. In this role, **you are making the first impression** for FUUSA. Your mission, in three minutes, is to greet them, get their contact information, help them get acclimated to the environment, and introduce them to another person if possible.

Welcome table: If it's empty, it's not ready. Please set it up. In the cabinet top right drawer is all you need: Stick on nametags, complete welcome folders, basket of markers, blue cards, and a few table-type books for quick information.

- **Greeting:** Eye contact, a smile, and a handshake if they seem amenable is a great start. Common follow-ups are: Have we met? Is this your first time here? Nice to see you. Do you need help finding your way? Please try to refrain from spending time with friends while you are greeting.
- **Contact Information:** If there is someone at the welcome table, walk them over and introduce them. (If not, please attempt the rest of this paragraph.) Encourage them to fill out a **blue card** Ask them to fill out a **nametag** and sign up for the newsletter. Offer them a **folder** with info about UUism and our congregation.
- **Acclimation:** Show them where to hang their coat (or get coffee if it's early enough) and tell them in which room the service will be held and what the Forum structure is and the topic for that day (posted on the bulletin board in the lobby).

If they have children: Ask if they would like to visit an RE class or stay in the Nursery during the service, and take them to the RE office. If no one is there, tell them what you know and try to hook them up with a parent who can explain.

- **Introduction:** This is the toughest task. If you have time, and see them again after they get settled in, try to find someone to whom to introduce them.

How do you recognize newcomers? If you are worried about greeting a long-time member as if they are a stranger, join the club. It happens and when it happens it is a good time to laugh at a problem we all have. No one is going to be upset with you for greeting newcomers and blanking out on a name.

FAQs:

Where are: bathrooms, coat racks, the Forum, the Sanctuary, Emerson Community Hall, the RE Office, the administrative office, first aid kits...**First aid** kits are in the kitchen and the DRE's office, you probably know all the rest.

Can my child attend the service? Yes. But explain to parents that most children have a hard time sitting quietly that long and enjoy RE more. Explain that they can start there and leave with RE kids and that parents are welcome to accompany them if needed. If children stay with their parents and get antsy, they can move to Channing Hall where it is easier to manage wiggly kids. PLEASE NOTE as of Nov. 1, 2007 the service broadcast is only available when the service is in the Sanctuary. BUT, we are working on providing a space for parents with small children to hear services from Emerson Hall.

If the press shows up notify Minister, Congregation President or chair of Public Relations Committee immediately.