

First Unitarian Church Position Description

Position Name Greeter Coordinator, Membership Committee

Purpose of Position *To recruit three to four greeters for every Sunday Worship Service to support the Worship Committee goal that everyone, especially newcomers, be greeted three times before entering the sanctuary*

Responsibilities

1. Recruit three to four members to greet people at each Sunday Worship service throughout the year: one at the outside door and two to three inside at the welcome center
2. Provide names of greeters to the Administrator by Wednesday of each week, to be included in the next Order of Service
3. Provide potential greeters with training and/or written instructions prior to their first service

Qualifications Organizational and communication skills

Amount of Time Required On average one-half hour each week

When Recruiting can be done ahead of time;
Information must be given to Administrator by Wednesday

Training Provided Mentoring by previous Coordinator

Responsible To Membership Committee

Support Provided Membership Committee

First Unitarian Church Position Description

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| Position Name | <u>Sunday Worship Door Greeter</u> |
| Purpose of Position | <i>To greet people arriving for the Sunday service and open the door for them</i> |
| Responsibilities | <ol style="list-style-type: none">1. Arrive one-half hour before service begins2. Open door as people arrive3. Help elderly or disabled people into the church4. Greet everyone warmly5. Be on the lookout and gently deter panhandlers |
| Qualifications | <ol style="list-style-type: none">1. A warm and friendly demeanor2. Must be able to open door |
| Amount of Time Required | 1 ½ to 2 hours per Sunday |
| When | Sundays as assigned |
| Training Provided | Orientation and written instructions |
| Responsible To | Membership Committee |
| Support Provided | Membership Committee |

Last reviewed 12/2/08

First Unitarian Church Position Description

Position Name Welcome Center Greeter

Purpose of Position *To greet people as they enter the Church Lobby; to orient newcomers to location of restrooms, coat closet and sanctuary, and to make them feel welcome*

Responsibilities

1. Arrive one-half hour before the service
2. Prepare the Welcome Center according to written instructions
3. Share responsibilities with other greeters for specific duties
 - a. stay after service starts to greet latecomers
 - b. leave service early to say good-bye to people who don't stay for coffee
 - c. write name tags
 - d. secure Welcome Center before leaving
4. Request name and address data from first-time visitors
5. Check for previous attendance
6. Talk with newcomers after service

Qualifications Warm and congenial demeanor

Amount of Time Required No more than two hours per Sunday

When Sundays as assigned

Training Provided Orientation and written instruction

Responsible To Membership Committee

Support Provided Membership Committee