

Welcome Table Greeters (excerpt from the Membership Committee Handbook)

FOCUS: Helping newcomers become members **and** Inreach.

DESCRIPTION: After Sunday services, someone from the Membership Committee or other volunteers who have joined the Welcome Table Greeters Team stand at the Welcome Table outside the Common Room to be a welcoming presence and a resource for questions.

PURPOSE: To greet people (especially any “new faces”), invite those without name tags to make and wear a temporary name tag and/or sign up for a permanent one, answer questions, invite newcomers to fill out a blue card, and generally be welcoming.

LOCATION: The Welcome Table is located just to the left of the water fountain outside the Common Room.

FREQUENCY: For about ½ hour after each church service

TIME OF YEAR: September-June

MATERIALS NEEDED:

Your own name tag and a smile.

“Black Box” of materials which is located in the audio closet.

If you want more visuals, you can get the church's photo album from the table near the top of the Elm St. entrance.

“Welcome Table” sign to hang on wall above the Welcome Table

SET-UP PROCEDURE: When possible, set up Welcome Table before the service. (However, leaving the service a little early (like 10 minutes) can also work.) Retrieve the black box from the shelves in the Audio closet in the Common Room. A minimalist setup would include our blue connection cards, pens, name tags, and the Welcome Sign to hang on the wall above the table. You may also set out anything you feel will be interesting to newer folks stopping by. If there is current birthday list available in a standing Lucite picture frame (generally provided by the Boczenowski's), put it in a clear picture frame type stand-up holder. The water fountain can splash, so you can use an all-plastic holder to block any droplets from getting on the literature. Grab some up-to-date “Parishioners” from the rack to the left of the stairs.

AFTER THE SERVICE: Get out to the table as soon as you can, smile, and greet anyone who looks new. Good openers include *“I'm not sure if we've met; my name is XXX.”* or *“Welcome! Is there anything I can help you with?”* Especially during the first few minutes when folks are streaming out of the sanctuary, if an “old-timer” engages you in conversation, try to pull away gently to be available for newcomers e.g. *“Can we chat later? I want to be sure to greet any newcomers for the next few minutes.”* Once most people have settled into the Common Room, there's plenty of time to chat.

Nametags: If you see an adult without a name tag, invite them to make one or sign up on the pad for a permanent one. After the Welcome Table is put away, put any new requests for nametags in Brenda Rybicki's mailbox, opposite the Senior Minister's study. She places the newly created nametags, ideally in alphabetical order, in the nametag rack in the hallway outside the Common Room. If a person believes they have requested a nametag but is unable to locate it, it is helpful to have the person requesting a nametag to double-check the rack to see if their nametag is in a non-alphabetized location.

If someone seems curious about FPB, you can ask "*Would you like to receive our newsletter?*" Invite him/ her to fill out a Blue Card.

TASKS TO SUPPORT EVENT: Sunday mornings are easier if someone periodically restocks the black box with the following items:

- stick-on name tags,
- a pad of paper that says "Want a permanent name tag?"
- pens, markers,
- several blue cards, and
- miscellaneous pamphlets, especially the ones we have made describing FPB.

If anything is outdated (ie. The Parishioner), it can go into the recycling bin in the office. If the outdated piece seems to have useful information, bring a copy to the next Membership Meeting for a discussion on updating that piece. If you can't find specific materials, ask the Church Admin.