

FIRST PARISH OF SUDBURY GREETER'S DUTIES

- Arrive at First Parish by 9:20 AM.
- Before entering the building, place the “Additional Parking Behind Town Hall” sign at the street end of the parking lot.
- In the lobby:
 - Open the name tag board.
 - Get out the Visitor book and cards from the cabinet under the stairs.
 - Have paper name tags and pens ready on shelf of name tag board.
 - Straighten up FPS info on table beside stairs.
 - Unplug the doorbell (it's in the electrical outlet low on the wall with the clock) so the ringing won't disturb worship...and please plug it in again as you leave for home.
 - Use the hex key to unlock the main entry door pushbar. Tom Kruskal will lock up after Morris dancing...but you should do it if there's no dancing that day.
- Set up welcome table in parish hall and put banner around post at table. Box of supplies for table is in coffee mug cabinet. On table put pamphlets, visitor cards, visitor packets, visitor mugs, visitor book, pens.
- Greet people. People who seem to be looking around may be new. Encourage them to sign the Visitor book, make out a paper name tag, take a visitor card, and stay for social hour after the service. Show them how to get to the service.
- One greeter should be at the welcome table during social hour (or until it's clear that all visitor questions have been addressed). If possible, introduce visitors to other people, especially the minister. Ask if they have RE questions.
- If you notice a shy visitor who won't sign the book, it's good to dash to the door to the parking lot immediately after the service, so you can say “Goodbye, and thank you for coming.”
- Before you leave:
 - Return the Visitors book and “Need Name Tag” paper to the cabinet under the stairs.
 - Put any filled-out visitor cards in book.
 - If there are fewer than 2 visitor packets left, notify Ginny Doxsey.
 - Return welcome table to storage room and table supplies to coffee mug cabinet.
 - Return parking sign to the carriage shed.