

Guidelines for Bellingham Friends Meeting Greeter (revised for new worship venue)

9:40 AM: Please arrive early enough that you can begin greeting around 9:45 a.m.

The **Greeter Portfolio** (usually in the red tray inside or on top of the tan cabinet in hallway between the auditorium and the kitchenette) contains leaflets/brochures for newcomers to Meeting and/or Quakerism (including the pamphlets “Silence and Speech” and “Introduction to the Religious Society of Friends”), and pink handouts for families with children. Set out some of each kind on top of the cabinet.

Nametags and related materials may have been set up already on the cabinet; if not, bring them out of the cabinet and set on top of it. Most of the nametags should be in one of three plastic multi-compartment holders (“wallets”) organized by first letter of last name (or only name, in a few cases). Nametags are supposed to be kept in the compartment **in front of** the corresponding first letter, but are sometimes misfiled. The main two wallets include one for names beginning with A through M (which has some instructions for filing taped on it), and one for names beginning with N through Z. There are also more nametags in a separate “additional names” wallet, which is used for nametags of Friends who attend very infrequently. Also set out supplies (blank “Hello” labels and one or more pens/markers) for visitors, new attenders, and Friends with lost/misplaced nametags, so that they can make themselves temporary nametags for the day. Please assist Friends, if needed, in finding their nametags or in making temporary ones if there is no existing one available for them.

There should also be some **signs** in or below the red tray, which are available for posting by the Key Person or Setup Helper for the day.

If new attenders are early, you can tell them about the guest book and Welcome Cards (both on the Greeting Table in the auditorium). The Care of Meeting person should also mention these after rise of meeting.

If children arrive (before or after 10 am), assist them and their parent(s) in finding their way to the Children’s Program area upstairs. You should recruit help if someone needs the wheelchair-accessible entrance or due to some other special need.

10:00 AM: **Close the door** to the auditorium at about this time, leaving the doorstep so that it keeps the door from closing completely (to reduce noise during worship as Friends enter or exit).

Once Meeting for Worship has begun and the door is closed (as described above), please let arriving Friends know that they may either wait a few minutes in the hallway and enter worship with you, or quietly enter the auditorium without waiting if they wish to do so.

Please keep voices low and conversation short in greeting those who arrive after 10 a.m.

10:15 AM: **Enter the auditorium to join meeting for worship.** Once you are seated and when it feels appropriate, count the number of adults in attendance, mentally and silently. You can wait until near the close of worship to count, since there are often Friends arriving after 10:15 am. Please make a note of how many new attenders/visitors are included in the overall count. Just do your best to figure that out if you aren’t sure. (Having a temporary nametag is one indication, but not foolproof.)

Include children in the count after they join worship near the end, plus any adults who were working with the children. Also add to the count any Friends who arrive late, even after introductions/announcements.

AFTER RISE OF MEETING, ANNOUNCEMENTS, ETC., etc.: **Record your counts** in the Attendance booklet (last page) in the Greeter Portfolio, and return any extra welcoming leaflets and pink handouts to the portfolio then. Please be sure to return these guidelines to the signup clipboard or Greeter Portfolio, if that’s where they came from. You’re of course welcome to print your own copy and keep it at home to review before you greet later.

THANK YOU SO MUCH FOR GREETING!

Revised 1/5/18

From Outreach & Welcoming Committee. Feedback concerning these guidelines is welcome.