

UUCM Sunday Morning Welcomer/Greeter Job Description

The Welcomer, or Greeter, offers one of the first and therefore lasting impressions of UUCM to a newcomer and sets the tone for the morning for even the longest term members. It is an important and wonderfully vital role in creating a culture of welcome at UUCM.

The primary goal of this role is to nurture a warm and welcoming atmosphere at UUCM.

Thank you for considering serving in this way.

This role requires

- A warm and friendly disposition
- Enjoyment in helping others to feel welcome and at home
- A willingness to participate in an initial orientation, as well as occasional updates
- Being a UUCM member (for the primary welcomer role only)
- A commitment to serve in the Welcomer role at least one service a month for a year.

As of March 17, 2022, holding the primary Welcomer role for a given Sunday service means:

- ☐ arriving by 10:00 a.m. or earlier
- ☐ offering a warm hello and welcome to everyone as they arrive (including service participants), with a sensitive and thoughtful focus on helping newcomers to feel as welcome and at home as possible
- ☐ checking people's names off on a printed registration roster and asking for contact information if they are not already in UUCM's directory or database
- ☐ assisting people in finding, creating, and/or ordering nametags (via the forms on the table)
- ☐ helping connect people to each other (in part, so you can greet the next person!)
- ☐ helping people find seats comfortably, as needed. It is okay to move chairs into different groupings, as long as 6ft spacing is kept between groups. Note, the number of chairs in the room is set to the current maximum capacity.
- ☐ facilitating getting people settled and ready to be 'present and engaged' at the beginning of the service
- ☐ generally being the hospitable host (helping people find restrooms, know where to go, help children know about the activity bags, etc.)

- ☐ collecting the offering by taking the basket around the room, and taking the basket then to the front to the Worship Associate or Minister.
- ☐ saying hello/connecting again at the end of the service to new and newer folks , sharing a newcomer packet with newcomers, helping connect newcomers to other people and to the minister if the person is interested.
- ☐ finding another UUCM member and counting the offering contributions together, filling out the offering form, putting the money, form, and the attendance roster all in an envelope and placing it in the office safe.
- ☐ being alert to ways to help the morning run smoothly
- ☐ after the service, sharing with the Minister and/or Membership Leader the names of and relevant information about those newcomers who seem interested in knowing more and in getting more engaged.
- ☐ *ultimately, being alert to emergencies and difficulties, and dealing with them appropriately. (with some orientation and training)*

There are no orders of service to pass out at this time.

If this role feels right for you, and like a joyful opportunity for service, please contact membership@uugrassvalley.org or UUCM's office Administrator admin@uugrassvalley.org or 530-274-1675.