

### Greeter Tasks/Responsibilities

- Arrive 15 minutes early and check in with the Worship Associate.
- **NAMETAGS.** Carry upstairs any nametags in the collection basket downstairs and place them in the box of permanent nametags. Check Welcome Station for stick-on nametags and markers.
- Greet and welcome people as they arrive; hand them a program and offer them a copy of this week's newsletter. Introduce self to newcomers and offer them a stick-on nametag. Tell them that if they would like a permanent nametag, they are welcome to make their own customized nametag at the nametag station downstairs the next time they come. Also, offer them an information packet and tell them about the guest cards in the pew pockets (to get on our mailing list). Show parents of young children the nursery and introduce the childcare provider.
- **CHILDCARE.** The nursery is designed for children up to kindergarten age. The nursery is to be available starting at 10:15 and parents are welcome to get their kids settled into the nursery before the service starts. Older kids are to participate in the first part of the service and will be dismissed to Religious Education early in the service.
- During the service, pass the offering plate.
- Record attendance in the small notebook in the offering plate (a simple head-count of adults and children).
- Thank you!

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