

# Welcome Table Volunteer Instructions

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*Unitarian Universalist Church of Reading, Membership Committee*

*Effective May, 2012*

- ☺ Thank you so much for volunteering for this important service to our congregation! Please plan to arrive 15-20 minutes prior to the worship service.

## Locations

- ☺ The **Atrium** is the sun-lit area in the new addition, where tables are set up for coffee hour, between the sanctuary and the new fellowship hall.
- ☺ The **Narthex** is the foyer on the Woburn Street side of the church.

## Set-up

- ☺ Check that the Welcome Table in the Atrium and the table in the Narthex have two or three small clipboards with yellow forms and pens, and that the other materials on the Welcome Table are neatly arranged.
- ☺ Ensure that there are blank stick-on nametags and markers on the nametag table in the Narthex and on the Welcome Table in the Atrium.
- ☺ Put on a “Welcome Table” badge.

## Before the Service

- ☺ Greet members, guests and visitors as they arrive, paying special attention to newcomers. This is the primary responsibility of the Welcome Table volunteer. (Please try to keep your conversations with those you know minimal and focus especially on making newcomers feel welcome.)
- ☺ The Welcome Greeter will necessarily move back and forth between the Narthex and Atrium entries, but generally:
  - ☺ If there is a Faith Development Greeter in the Narthex, then the Welcome Greeter should be by the Welcome Table in the Atrium.
  - ☺ If there is no Faith Development Greeter in the Narthex, then the Welcome Greeter should be in the Narthex.
- ☺ Point out (or introduce) newcomers to the Membership Coordinator, if available, and to the minister, if possible.

## Welcome Table Instructions

- ☺ Ask people to wear nametags, encouraging them to use stick-on nametags if there isn't a prepared nametag available for them.
- ☺ Invite newcomers to fill-out a yellow sign-up form if they would like to receive our email newsletter so they can learn about activities going on in our community, and inviting them to the Welcome Table after the service, if they would like more detailed information about what our church offers, today. (If you chat and get specific information about them, such as the number of children and ages, type of work, etc., please note it on bottom or back of yellow sign-up form so that we can get to know them.)

### Toward the End of the Service

- ☺ During the worship when the minister or worship assistant asks newcomers to stand, just before the benediction, the Welcome Greeter should note who stands up. After the service (see below) the Welcome Greeter should try to direct a special greeting to these newcomers as they exit the sanctuary.

### After the Service

- ☺ Station yourself at the Welcome Table, and as congregants leave the sanctuary and enter the Atrium, try to recognize the newcomers and give them a welcoming greeting as they pass the Welcome Table.
- ☺ Invite newcomers to take any of the UU-related brochures offered on the Welcome Table, answer whatever questions may come up, and/or to direct people to other members of the church who may have the answers desired. If unsure, ask for contact information so that someone can follow-up and provide the information requested.
- ☺ **Try to introduce newcomers to people with similar interests** (to the extent you can, while stationed at the Welcome Table). Encourage newcomers to introduce themselves to the minister, and to go to coffee hour and perhaps introduce them to a member who can show them around.

# Welcome Table Cheat Sheet

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*Unitarian Universalist Church of Reading, Membership Committee*

*Effective January, 2011*

- ☺ Thank you so much for volunteering for this important service to our congregation!
- ☺ Please plan to arrive 15-20 minutes prior to the worship service.
- ☺ Ensure yellow newsletter sign-up forms, and pens to fill them out, are available.
- ☺ Ensure stick-on name tags, and markers to write names on them, are available.
- ☺ Put on a “Welcome Table” badge.
- ☺ Greet members, guests and visitors as they arrive, paying special attention to newcomers
- ☺ Ask people to wear nametags.
- ☺ Point out (or introduce) newcomers to the Membership Coordinator, if available.
- ☺ Invite newcomers to fill-out a yellow newsletter sign-up form.
- ☺ Invite newcomers to the Welcome Table after the service.
- ☺ Note any additional newcomers when they stand at the end of the service.
- ☺ After the service station yourself at the Welcome Table.
- ☺ Try to direct a special greeting to these newcomers as they exit the sanctuary.
- ☺ Point out (or introduce) newcomers to the minister, if possible.
- ☺ Invite newcomers to take any of the UU-related brochures offered on the Welcome Table.
- ☺ Answer whatever questions may come up, and/or to direct people to other members of the church who may have the answers desired. If unsure, ask for contact information so that someone can follow-up and provide the information requested.
- ☺ Try to introduce newcomers to people with similar interests

*Welcome Table Instructions*

- ☺ Encourage newcomers to introduce themselves to the minister.
- ☺ Encourage newcomers to go to coffee hour.