

SUNDAY MORNING GREETER

I. General description

- The Sunday Morning Greeter is appointed by Ministry and Counsel to be present before Meeting for Worship to greet all who enter and to set up hospitality.

II. Responsibilities

- The Greeter arrives by 10:15 am to set up the hospitality for the day, which includes making coffee, heating water for tea, putting a tablecloth on the table, setting out milk, sugar, cups, and snacks. Instructions for setting up hospitality are posted inside the left cupboard door.

- The Greeter should be ready to greet by 10:40. Welcome all who enter. Encourage newcomers to sign the guest book. (There are two books, one for first time attenders and visitor from afar, and the other for those who want a connection with the Meeting and to be on our mailing list.) First time attenders to a Friends Meeting are given a “Welcome to Burlington Friends Meeting leaflet.

- At 11:00 am the Greeter closes the door to the Meeting room. After that time, late arrivals are welcomed and ushered to the chairs in the side room to worship until 11:15, when they are welcomed into the Meeting room.

- On days when there is First Day School, latecomers are invited in when the children depart, which is not always exactly at 11:15.

III. Last Revised: January 15, 2018