

## Greeter Responsibilities:

- Arrive early to meet with the storyteller and prepare your hearts and your classroom for worship time.
- If it is the first Sunday of the month, pour juice and prepare snacks for your Feast.
- Velcro sign(s) on outside of door, if they are not already there, that state “children worship in progress...” Friendship Hall has two signs, one for back door and hallway door.
- Put on a name tag and then head up to the foyer to assist parents and children with their name tags at the bulletin board. If you notice visitors, ask them if they would like to participate and wear a name tag (visitor name tags are available on the bulletin board).
- Wait in the foyer for children to be dismissed and lead them quietly down to their appropriate classroom(s).
- Help children put things they’ve brought (offering, etc..) with them in a pocket hanging on the wall.
- Take attendance right in the **beginning** and put a sticky note on outside of door with a total adult and child count for usher so they do not have to come in and disrupt.
- The **primary responsibility** of a greeter is to help provide a quiet and worshipful environment for the children. This can be done in the following ways: by helping the children to enter and leave the classroom in a quiet manner; by reminding them to walk more slowly and talk more softly; by sitting near them while they are on the floor and helping them to sit properly (not lie down) and to not be disruptive. **\*\*It is very important, however, during any circle time on the floor that you speak to the children in a very discreet quiet manner so as not to disturb the storyteller and his or her teaching. Remember that the storyteller is the worship leader and we want children to be focused on what the storyteller is saying.**
- If a child is disruptive, please sit near that child and, if needed, remove them quietly from the circle and stay with them until the story is over or the child feels ready to return.
- During the response time, casually walk around and observe the children as they express themselves through art or a story. Occasionally ask them to describe what they are making instead of “telling” them what you see.
- If you are having a feast on the first Sunday of the month, wait until the storyteller gives you a signal to bring the juice, snack and napkins over to the children as they remain seated on the floor. Give them a napkin first so they can lay it out in front of them as a “table.” Then give them a cup of juice and some snack. At the end of a feast, the storyteller will direct children to fold up their “tables” (napkins) carefully and place them in their cup. Greeters can help to carefully watch children so they don’t spill their crumbs everywhere and then assist in gathering the cups and throwing them away.
- When class is nearing the end, one greeter should stand by the door to wait for parents to arrive. 8am greeters will need to keep the Sunday school adults out of the classroom until all parents have picked up their children. Make certain parents remain outside the classroom. Call children from the circle one at a time and give each child a special goodbye / blessing (may be done by greeters or storytellers – decide before hand).
- Collect name tags from children as they leave and put them back up on the bulletin board.
- Clean up room with storyteller, lock cabinets and be aware of any playdough or crumbs on the floor.
- 8am can leave offering in the cabinet; 11am please gather offering and bring to the counting room located at the end of the hallway, at the bottom of the stairs. Someone should be there at the end of the 11am services. If for some reason this door is locked please put offering in an envelope in Marilyn’s office.