



*Seek inspiration and understanding, Embrace all on their individual spiritual journeys,
Serve our local and world communities.*

Cascade Unitarian Universalist Fellowship

1550 Sunset Highway N., East Wenatchee, WA 98802 | 509-886-4023 | www.cascadeuu.org

Greeters Team Charter

Purpose

The Greeters Team has been a part of CUUF since the late 1980s. It has two purposes: (1) to welcome congregants to church every Sunday, setting a tone of friendly and gracious acceptance, and (2) to help the service proceed in a smooth fashion and respond to emergencies. Greeters strive to make newcomers and “regulars” alike feel included and accepted at CUUF.

Responsibilities

- Three greeters are assigned to each Sunday service. They arrive a half hour early to prepare the sanctuary for the service and to set out the boxes of nametags.
- When congregants begin to arrive, the greeters welcome them; help them find their nametag if necessary; hand out programs (and occasional cards, pencils etc.); and help people find a seat, if needed.
- If a person has never attended CUUF before, we make a special effort to welcome him or her. We create a temporary nametag, invite him or her to fill out a connection card, and introduce him or her to someone in the congregation to visit with while the greeter returns to his or her duties.
- During the service the greeters count attendees and conduct the offertory. Afterwards, two greeters count the offertory and one returns nametags to their boxes.
- In 2021 the Greeters Team took on the role of helping to provide safety in the case of emergencies during services. One on-duty greeter calls 911, and waits outside for the police or ambulance to arrive. Depending on the emergency, the other greeters alert the Religious Education class, open or lock additional entrances, provide assistance to someone having a medical emergency or those with disabilities, etc. The Celebrant or Minister will usually give instructions to the congregation; the greeters are there to facilitate the response.
- Greeters also assist the Minister with newcomer orientations and serve at special occasions such as weddings and memorial services.

Membership & Commitment

The Greeters Team is a rather loose organization with few real requirements for service. Any CUUF member, or regular participant in CUUF services, is welcome to be part of the Greeters Team. Generally, these are friendly people who are comfortable approaching strangers, engaging in conversation, and prone to being helpful and responsive. The team usually numbers about 10. As people leave the team, other team members discuss potential replacements and then designate someone to invite the new person to join. There is no set term. Some of our current greeters have served for



*Seek inspiration and understanding, Embrace all on their individual spiritual journeys,
Serve our local and world communities.*

Cascade Unitarian Universalist Fellowship

1550 Sunset Highway N., East Wenatchee, WA 98802 | 509-886-4023 | www.cascadeuu.org

decades. We do not set benchmarks or expectations of our members except to be willing to volunteer for certain Sundays and then to show up for those Sundays they have agreed to greet.

Meetings

The Greeters Team usually meets three times a year, for the purposes of refreshing our understanding of team duties and creating a schedule for the coming months. These meetings are typically held in September (to schedule Sunday greeters for October through January), January (to schedule February through May) and May (to schedule June through September). The meetings typically last from 60 to 90 minutes. The chair presents information on duties and facilitates discussion. The chair (who distributes copies of a blank schedule of coming Sundays) then oversees the scheduling, with members volunteering to serve on the Sundays they are available. The chair logs all the dates volunteered for. He or she then sends the new, full schedule to all members and posts a copy on the inside door of the greeters' cabinet in the church foyer.

Budget

It is rare for the Greeters Team to need church funds to carry out duties. Very occasionally a new supply of nametags, pens or connection cards would be needed – but we usually ask the Office Administrator to supply those, and he/she covers those small expenses in the Administration budget.

Reporting & Evaluation

- The Greeters Team is accountable to the Minister.
- Team members prepare a weekly report that is submitted to the Office Administrator and the CUUF Treasurer. This includes moneys received during the offertory (pledges, cash contributions, Share the Plate donations) and the number of attendees.
- Once a year the Greeters Team reports on its activities, as part of an all-congregation summary for the annual meeting. The chair of the team usually submits this report to the Board or Office Administrator, as requested.

Members

Chris Rader (lead), LeRoy Farmer, Dawn McKenzie, Peggy Love, Pat Whitfield, Eliot Scull, Rhonnie Craven, Sandy Limbeck, Deborah Bryant, and Barbara Edwards.