

Membership Committee Greeters Subcommittee Charter

Date: October 29, 2023

Responsible to: Membership Committee/Minister

Subcommittee/Team Chair/Co-Chair: Jackie Agdern

Subcommittee/Team Members: (minimum of 3 people) -

- Rotating greeters

OVERALL GOAL: The subcommittee is charged with:

- Greeting Visitors & members on Sundays and other worship services sponsored by UUFH

Key Responsibilities/Activities of Subcommittee:

- Recruit and train greeters.
- Maintain a schedule of greeters.
- Warmly welcome new visitors, members and friends to worship
- Introduce families with children to DRE/Sunday School coordinator
- Invite visitors to complete a visitor card with contact information.
- Answer questions about UUFH and provide materials
- Recommend materials for visitors to Membership Committee and Office Administrator

Limitations on Authority/Approvals Required:

Other Committees/Staff to Coordinate with: Minister, Office Administrator, Membership, Worship

Key Calendar Dates: (if any) - none

Other: Greeters Subcommittee does not meet as an actual committee. The chair seeks members (and specifically Board members) to sign up to greet and manages the schedule. Generally 2-3 people are scheduled each Sunday.

Board approval X Date 11/21/23