

Team Leaders for 2018

Team #1 — Deborah Stillman
January 7, March 25, June 10, August 1,
November 11

Team #2 — Jane Foulser
January 14, April 1, June 17, September 2,
November 18

Team #3 — Thom Brackett
January 21, April 8, June 24, September 9,
November 25

Team #4 — Darren Howard
January 28, April 15, July 1, September 16,
December 2

Team #5 — Paula Sejut Dvorak
February 4, April 22, July 8, September 23,
December 9

Team #6 — Jim Danbury
February 11, April 29, July 15, September 30,
December 16

Team #7 — Barb Franz
February 18, May 6, July 22, October 7,
December 23

Team #8 — Jami Murphy
February 25, May 13, July 29, October 14,
December 30

Team #9 — Pam Fodor
March 4, May 20, August 5, October 21,
early service December 24

Team #10 — Linda Vogt
March 11, May 27, August 12, October 28,
late service December 24

Team #11 — Megan Griffin
March 18, June 3, August 19, November 4,
December 25

Welcoming

Welcoming is very important work, and it is a job for us all! There are many people in our local area looking for a community in which to belong. Being welcoming and available to newcomers before and after the service gives them an opportunity to ask questions and understand what we are about.

Welcoming Tips for Everyone

- **Conversation starters help break the ice**

“Hi! I’m _____. I don’t think we’ve met.”

“What brings you here today?”

“Why did you choose a Unitarian Universalist congregation to visit?”

- **Welcoming questions can better introduce newcomers to others**

“Have you lived in this area long?”

“What do you do the rest of the week?”

“Are there any questions I can answer for you?”

“Tell me about yourself.”

- **Don’t forget to share something about yourself, like why you attend UCH**

- **Take them to the Visitors’ Table**

“We have a Visitors’ Table over here where you can fill out our guest registry to get on the newsletter list, pick up News & Notes, or take home some pamphlets.”

- **Finishing up the conversation can be almost as hard as beginning. Here are suggested ways to end the conversation:**

– Introduce them to someone else

– Lead them to the Visitors’ Table

– Walk them to coffee hour

Welcoming Tips for the Hospitality Team

1. Arrive 20 minutes before the service so that you can participate in the Hospitality Huddle
2. Wear your nametag
3. Check News & Notes to find out if there is anything special happening that day
4. Know where the children are going to be and what they are doing after the story For All Ages
5. Once the service starts, a few members on the team should stay in the living room to assist latecomers
6. After the service, please continue greeting newcomers either in the living room, at the Visitors’ Table or at coffee hour
7. We value your feedback or any suggestions that may come to you as a result of being on the Hospitality Team. Please send your feedback to: Pam Fodor re@hinsdaleunitarian.org or 630-323-2885 X 110



Welcome to Hospitality

In an effort to keep our Sunday mornings running smoothly, to help newcomers feel welcome and to have a friendly, warm Sunday morning feeling for all, we are recommending each member and friend of the church serve on a hospitality team. These teams will be comprised of 14 to 16 members and friends and will be responsible for serving as a team about 5 Sundays per year.

Sunday Morning Hospitality Roles

There are anywhere from 10 to 12 specific roles within each team. But many hands make light work and this team approach allows for more people to share the workload.

We also want families with younger children to know that there are many ways for children to participate with their parents. Greeting at the front door, welcoming new families or helping in the kitchen are great ways to include them.

Welcome!

Sunday Morning Hospitality Roles

Hospitality is natural. We are happy to see our fellow UUs at church every Sunday. We greet each other, welcome visitors, share coffee and treats, and chat with one another comfortably. Below are the easy roles you will be taking on as part of a hospitality team.

Ushers (2 people)

Before Service Responsibilities

- Retrieve the plastic bins with the Order of Service and Collection envelopes from the Work Room (RE building)
- Unlock the front doors
- Turn on lights and fans (as needed)
- Position at door to the Rutherford Living Room; greet members/visitors and hand out Order of Service
- Set up folding chairs only as needed
- As prelude music begins, close the double doors into the sanctuary at the top of stairs

During Service Responsibilities

- Locate empty seats in the sanctuary and assist with seating latecomers, waiting for appropriate break in service
- Count the attendees (both ushers do this to assure accuracy)
- Collection plates are in the lower cabinet located on the east wall (immediate left) as you enter the Rutherford Living Room
- Collect offering along with the second usher



After Service Responsibilities

- Walk through sanctuary picking up trash, Orders of Service and any other items left behind and returning hymnals to chair pockets
- Put away collection plates
- Turn off lights and fans in sanctuary and lights in Rutherford Living Room; close windows and lock the front doors
- Count the number of checks, total the cash, fill out the requested information on the collection envelope, sign envelope. ENVELOPE IS RETURNED TO THE SECURE BOX IN CABINET IN WORK ROOM IN RE BUILDING; box is located in the white cabinet to the right as you enter the door of the Volunteer Room. Count should be done in private, i.e. Alliance room. Two people are required

Greeters (2 people)

Before Service Responsibilities

- One person stands at upper level (front) door and another at alley entrance to the Alice Warren Room
- Open door for members/visitors
- Greet all who enter
- Provide information, e.g., location of restrooms, coat racks, location of RE building, handicap accessibility (elevator)
- Direct visitors to the Visitors' Table in the Rutherford Living Room
- Invite visitors to coffee hour following service and ask them to use a green mug

General responsibilities for all team members

- Arrive 20 minutes before start of service
- Meet with your Team Leader to review responsibilities
- Wear "Usher/Greeter" name tag



Visitors' Table (1 person)

Before Service Responsibilities

- Bring Guest Register and Greeter/Usher sign-up book from Work Room to Visitors' Table
- New UU sign-up sheet, flyers and table-tent are put on Visitors' Table (these are in front pocket of Guest Register)
- Greet visitors, have visitors sign Guest Register, and provide information (coat racks, restrooms, religious education, handicap access)
- Have visitors make a name tag
- Offer pamphlets and visitor brochure
- Invite visitors to coffee hour following service and request they use a green mug

After Service Responsibilities

- Return to Visitors' Table after the service to answer any questions or provide assistance with sign-up for New UU or Greeter/Usher volunteers
- Return Guest Register and Greeter/Usher sign-up book to Work Room in the RE Building

RE Greeter (1 person)

- Help orient families
- Inform visiting families of the Story For All Ages in the service
- Offer to show visiting families around the RE building
- Introduce visiting families to Pam Fodor if possible

Flowers (1 person)

- Check with Linda in the office to make sure no one has already signed up to provide flowers
- Bring flowers or a plant to decorate the chancel
- You may send Linda flower dedication words for the Order of Service by Thursday morning

Coffee Helpers (1-2 people)

- Arrive at 10:00 a.m. to begin making coffee, set up the service table
- Leave the service just before the benediction to set out coffee and snacks
- During coffee hour replenish cream, sugar, snacks and coffee as needed

Snack Donations (1-2 people)

- Snack donators will bring purchased or homemade snacks for coffee hour
- Please see that they are in the kitchen by 10:15 a.m.

Clean-up (2-3 people)

- During coffee hour load used cups in the dishwasher
- Run dishwasher as needed
- At the end of coffee hour gather carafes and wash
- Wipe counters and tables
- Put away sugar, cream, snacks, etc.