

### Greeters' Responsibilities

Being a Greeter for the BCO is a GREAT experience. The act of saying "hello" to members and visitors makes you feel wonderful!! Your job is very important as you make the first impression on visitors.

Lanyards are on the Bulletin Board. Your HOST leader will let Maya know to make you a name tag.

We usually have 2 greeters. One stays downstairs when the service starts; the other accompanies visitors upstairs and explains how the service runs. We have Etiquette pamphlets in the pews now so you can direct their attention there. You introduce the visitors at the end of the service.

A greeter approaches all unfamiliar faces with a "Welcome to the BCO" smile and asks if they are a visitor for the first time?

After introductions, ask them to sign the visitor's log. Give them pamphlets on the wall by the door.

If the service has already started, you can take them upstairs and flag the other greeter. And return to the downstairs in case we have other visitors.

As a service to the Sangha, our temple is selling nenju, shikisho and some books. They are on display in the wall cabinet, with prices listed. The articles are in the far left bottom drawer of the credenza in the office. You give them the article and accept the money or check made out to the BCO; and note the transaction on the sheet provided.

Questions: Maya Lawrence 925-283-2841 or [maya.lawrence@comcast.net](mailto:maya.lawrence@comcast.net)

Robert or Gayle Noguchi 510-537-7959 or [RSNoguchi@gmail.com](mailto:RSNoguchi@gmail.com)