

# **Bloomington Monthly Meeting Society of Friends**

## **Welcoming Committee Charge**

### **Mission:**

The Welcoming Committee is responsible for assuring a welcoming and orderly presence in the foyer on First Day mornings.

### **Term & Dates of Service:**

Starts July 1 and ends June 30; may be reappointed annually.

### **Selection process:**

Nominated by the Nominating Committee and approved by the Monthly Meeting.

### **Job Duties:**

1. To take turns serving as a greeter from approximately 10:00 to 10:45.
  - A. Turning on lights, opening windows and turning on the fan, as needed.
  - B. Opening the door to the Meeting Room as people arrive for worship.
  - C. Welcoming visitors and new attenders and giving or showing them (as appropriate) welcoming and informational pamphlets in the foyer.
  - D. Promoting quiet in the foyer.
  - E. Facilitating timely movement from other programs to the meeting room.
  - F. Encourage late arrivers to wait until 10:45 before entering the meeting room.

### **Membership:**

1. This committee consists of at least 5 members or attenders including the clerk.
2. Members of this committee should be familiar with regular members and attenders so they can spot newcomers easily.

### **Budget Considerations:**

The clerk will submit a budget request to the clerk of the Property & Finance Committee by the last day of September each year.