



# F U N I T A R I A N U N I V E R S A L I S T S O C I E T Y O F S Y R A C U S E

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**Policy #:** 024

**Policy Name:** Newcomer Table Set-Up

**Purpose:** To explain how to set up the newcomer information table on Sunday mornings prior to services.

**Original Date:** 6/13/2018

Revision Dates:

Written By: Randy Kalish 8/7/2017

Reviewed By: Valoree Suttmore 5/13/2018

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Approved By: 2017-2018 FUUSS Board of Trustees 6/13/2018

## A. General

1. First Unitarian Universalist Society of Syracuse (First UU) shall provide information to non-members interested in learning more about First UU or people who are attending the Society for the first time. One of the ways First UU provides information is on Sundays at the “Newcomer Information Table”.
2. The “Newcomer Information Table” welcomes and greets visitors, new to the Society.
3. On Sundays the Newcomer Information Table is set up according to this procedure.
4. Demographic Information collected from Newcomers will be recorded on the Newcomer Registry Form (Form # 019).

## B. Procedure

1. On Sunday morning, arrive at the Society at 10 am in order to have time to set up the table prior to people arriving.
2. The supplies required to set up the table are in a plastic bin labeled “Newcomer Table 1” located in the last hall closet on the left as you face the office from the lower entry level.
3. Gather the following supplies from the “Newcomer Table 1” plastic bin:
  - a. Tablecloth
  - b. Sign
  - c. UU Information pamphlets
  - d. Clipboards and pens
  - e. Newcomer Registry Forms (Form # 019)
  - f. Stick-on name tags and markers
4. Warmly greet people who approach the table. Ask if they are new to the Society and if they would like to wear a name tag.
5. Encourage Newcomer to fill out a “Newcomer Registry Form” (Form # 019). Explain that this information is for First UU only and will not be shared. Also let them know that other than the First UU newsletter, if they choose to receive it, they will get very little email from First UU.

Obtain the following pertinent information on the form:

- a. NAME
  - b. EMAIL ADDRESS
  - c. HOME ADDRESS
  - d. PHONE NUMBER
  - e. DATE
  - f. WANT TO RECEIVE THE NEWSLETTER?
  - g. WANT A NAME TAG?
6. Confirm the spelling of their name and email address and make it legible on the form if it isn't already.
  7. The person staffing the "Newcomer Information Table" will be present at the table until 10:40 am prior to the service.
  8. Return to the table before the service postlude so as to be present for anyone arriving at the table after service.
  9. Remain at the table throughout the after service coffee hour.
  10. Afterwards, return all supplies to the "Newcomer Table 1" plastic bin and return the bin to the closet.
  11. Place completed "Newcomer Registry Forms" (Form # 019) on the Office Administrator's Desk or in the Society's office mailbox. The Office Administrator will copy and file the form and return the original to the Membership Committee mailbox.
  12. The Office Administrator will notify by email, the Minister and Membership Committee Chairperson of any newcomer for the week.