

# Fresh Pond Monthly Meeting

## DOOR GREETER at Cambridge Friends School

We thank you for serving as the door greeter!

- ✓ Please arrive by 9:40 am and knock loudly to alert DTEN set-up person that you have arrived.
- ✓ Retrieve the bag with the banner and a supply of masks, either from the DTEN set-up person or from the A/V closet next to the library/just ask where it is.
- ✓ Hang the banner on the driveway gates with the Velcro loops provided.
- ✓ As other Friends arrive, request their help to set up chairs if needed. The DTEN set-up person can give instructions for that.
- ✓ Station yourself in the hallway by the outer door. Get a chair to sit on. Welcome people as they arrive, paying particular attention to visitors. If they have never been to a Quaker Meeting before, describe what they can expect.
- ✓ If someone shows up without a mask, offer them one, reminding them if necessary that it is a requirement.
- ✓ If the Zoom host is working from inside the CFS hallway, close the doors to the Meeting Hall for quiet.
- ✓ At 10:05 am, close all the Meeting Hall doors except one on the far right (from the hallway view). It may be necessary to have the shades lowered on the doors to the Meeting Hall to prevent glare on the DTEN screen.
- ✓ At about 10:20 am or so, when you discern that most worshipers have arrived, you may take a seat inside the Meeting Hall, with one of the inner doors propped open—this allows you participate in worship while still able to see the courtyard door should anyone arrive later.
- ✓ When Meeting for Worship is finished, you can bring in the banner inside; put the banner and masks in the bag to store with the DTEN system in the AV closet. If there is no event following Worship, and everyone else has left, you can close the courtyard gate.