

Do's & Don'ts + Welcome Table Cheat Sheet (5 mins)

DO:

- Smile and welcome with **enthusiasm and love**
 - Ask for names and use them in conversation
 - Be ready with gifts, info, and connection cards
 - Follow up by notifying the admin or guest services lead if needed
 - Keep your area tidy and inviting
 - Know basic info about the church
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DON'T:

- Eat, sit slouched, or use your phone at the table
 - Pressure guests to give information
 - Talk in cliques with other volunteers
 - Make jokes that could be misunderstood
 - Assume someone is a first-timer—ask gently
 - Leave your post early without a replacement
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Welcome Table Cheat Sheet

Phrases to Use:

- “We’re honored to have you here!”
- “Can I offer you a welcome gift?”
- “Let me get you connected.”
- “You’re family now!”

✓ What’s in the Welcome Gift:

- ULC Info Card or Brochure
- A Pen or Notebook
- Small branded gift (e.g. mug, tumbler, journal)

? Common Questions You May Get:

Question	Answer
“When are your services?”	Sundays at [Insert Time]
“Is there something for my kids?”	Yes! Our Kids Team is incredible—let me connect you.
“How can I get involved?”	We have Dream Team signups and small groups—info is in your gift bag!
“Do you have online giving?”	Yes—scan the QR code or go to [church website].