

# PJTC GREETER GUIDE

**Thank you for Greeting.** You are serving an important role in making PJTC a welcoming and inclusive community!

**Greeting is easy!** Four basic things you do:

- Greet. Welcome people new to services (both PJTC members & visitors)
- Provide prayer materials and aids.
- Be visible. Please wear the Greeter badge throughout the service and at the oneg/kiddush afterward.
- Refer issues. Anything you don't know or can't address, simply alert clergy, board members, or other PJTC members in attendance.

**Arrive early.** Please come at least 15 minutes early in order to greet early arrivals and to familiarize yourself with the layout and location of prayer items.

## Where to find key prayer & other items

Items	<i>Galpert Sanctuary</i>	<i>Knell Chapel</i>
Siddurim (prayer books) Shabbat bulletins Transliterations	On the movable cabinet to the right as you enter the Sanctuary	On the table to the right and on the shelving to the left as you enter the Chapel
Additional siddurim	On shelves below (ask custodians for more if needed)	—
Kippot and tallitot	In compartments to the right of the table	In compartments to the right of the table
Large print siddurim Additional transliterations Assisted hearing devices	In the closet on the wall to the left as you enter the Sanctuary	On the shelving to the left
Greeter badge	On the movable cabinet	On the table to the right
Toys for small children	In the plastic chest next to the greeter chair	—

## Greeting tips and tricks

- Greet each congregant, saying “Shabbat Shalom” (Hebrew), “Good Shabbes” (Yiddish), or simply “Welcome”, whatever is comfortable for you.
- Offer each congregant a siddur and a bulletin. (If you're running short of bulletins, provide one per couple or group)
- Offer a copy of the transliteration. (Point out that the page numbers announced during the service are shown on the TOP of each page)
- Children of all ages are always welcome.
- Please remain at the back of the chapel until the end of the service to greet any latecomers. Please also attend the oneg/kiddush to answer any questions or guide new members and visitors.
- Try to identify any new members or visitors and point them out to the Rabbi or Cantor at the oneg/kiddush.