**Friend at the Door Coordinator**

The Friend at the Door Coordinator duties are to ask two people to serve as greeter at the door each month during the year for our 10:00 AM Meeting for Worship. This position is a nice way to get everyone in the Meeting involved, including somewhat new people, and the work can be done at any time the coordinator chooses. It is desirable to ask for volunteers several months in advance, and to keep a record of who has served and when.

The detailed duties of the Friend at the Door greeters/volunteers are in a separate document that is updated frequently by the coordinator, and is available on request. Duties for Friend at the Door volunteers are posted on the web site as well.

**Size/Tenure**

One person is sufficient, but it is possible for two people to work together. Coordinator position is indefinite, reviewed annually.

Revised October 2018