

INSTRUCTIONS FOR SANCTUARY GREETERS

Please plan to be at the church 30 minutes before the service starts.

- Distribute hymnals throughout Sanctuary and Emerson Hall.
- Check to be sure that the four collection baskets are on the tables at the back of the Sanctuary.
- Greeters, with their nametags on, should be at the Sanctuary doors by 10:10 to hand out programs. Children and Youth should be greeted in the same way as adults and given an order of service.
- At 10:25 a.m., ring the hand bell (located on the rear table) in the foyer and in Emerson Hall.
- At 10:30 a.m., close the doors to the front of the sanctuary and keep the doors to Emerson Hall open until after Announcements.
- Greeters should sit near the back of the church during the service.
- **HEADCOUNT**- After Concerns and Joys, please count the number of adults and children present and record on the 'Worship Service Attendance Form' that was with the Orders of Service. Leave the form on Administrator's desk or
 - in her mail slot in the coatroom.
- **OFFERING**
 - a. Use the four baskets located on the rear tables, two per person.
 - b. Start at the front of the two inner aisles (**facing the congregation**), giving a basket to opposite rows on the aisle. Work your way up the aisle toward the rear, keeping abreast of each other.
 - c. Hold on to the money until the Treasurer collects it.
- **POST SERVICE**- One Greeter should stand at the Front Door to say farewell to people who leave by front door.
 - a. Please pick up the Sanctuary after the service.
 - b. Remove programs from the pews and place them in the recycle baskets at the back of the sanctuary. Put extra music sheets and hymnals on the larger of the two back tables.
 - c. All hymnals should be returned, if necessary, in their holders on the back of the pews horizontally with the binder up.

Thank you for offering Sunday morning hospitality!