

Greeter Duties – 10:30 am service

Before the Service

And we thank you very much for greeting today.

The “Greeters Station” consists of the kitchen counter and 3 drawers underneath the counter. The desk for the visitor cards is always set up on the counter; everything else you need is in the drawers. The greeter station, buffet chest and kitchen area as a whole should always be spotlessly clean and neat – no coffee cups, trash, etc.		
✓	Arrival	20 minutes before service
✓	Name Tags	Wear your own name tag as well as a greeter tag
		Check that sticky nametags and pens on the counter
✓	Guest Cards	Check that guest cards and small offering envelopes are on the counter desk
✓	Copies of The Light	Check that a few copies are on the counter – extras are on the big reading rack in the lobby.
✓	Gift Bags	1 st -time guests receive a gift bag.
✓	Hearing Devices Candles and flowers	1. Check that the hearing assist devices basket is on top of the buffet chest. Take one device with you into the Sanctuary to hold up ready to give to anyone who might need it when the announcement of their availability is made.
		2. Keep the rest of the buffet top as tidy as possible.
✓	Greeter Posts	<ol style="list-style-type: none"> 1. First Greeter - by the Greeter Station greeting guests and making sure they fill out name tags and a guest cards. 2. Second greeter - by the lobby/ sanctuary doors. If this greeter needs to leave the sanctuary door area, ask a regular congregant(s) to “person the post” and hand out Orders of Service and relevant hymnals until the regular greeter can return. 3. Third greeter, if there is one, - by the sanctuary breezeway doors to guide visitors to the Lobby.
✓	Guests	Be as welcoming as possible; their first five minutes in church usually determines whether guests will return.
		Ask all visitors if this is their first, second or third visit to the church. If it is their first visit, have them fill out a guest card; if it is a second or third visit, have them fill out the card again; their comments or ideas may have changed in-between visits. Put the completed guest card in the manila envelope marked for David and Ilene Steele.
	For Children	<ol style="list-style-type: none"> 1. Ask all visitors to make a nametag and take a copy of the Light. 2. “Kid Stuff” is in the bookcase near the Greeter Row in Sanctuary. Offer any items to parents who are keeping young ones with them throughout the service if they seem to need something.
✓	Orders of Service	Ask couples to share an order of service, if they are willing.
		After the service -- collect orders of service for recycling.

✓	Service Warning	Five minutes before the service , flash the foyer lights 2-3 times to warn folks the service will start soon.
		Two minutes before the service , flash the lights again. If there is a third greeter, that person should flash the lights in the RE great room.
✓	Attending the Doors after the service begins	One greeter should stay outside the lobby doors after the service starts for at least 15 minutes guide latecomers and maintain a respectful quiet in the lobby. The greeter for the breezeway doors should make sure that the “Shhh, Service in Session” sign is set up near the Breezeway/Sanctuary doors.
✓	Late Arrivals	Help them find seats if necessary.
✓	Take the Offering	Use baskets from bottom drawer, probably already in Sanctuary – last row, right side, “Greeter Row.” Put small offering envelopes in basket.
		Wait for the offertory music to start before taking the collection!
		Leave sanctuary quietly after offering is taken or sit until music is finished and then leave. Your choice.
✓		Quietly place offering in the appropriate money bag (top drawer). There’s a bag for each service. Place guest cards in the manila envelope marked for David and Ilene Steele.
✓		Zip bag closed, turn the knob and push it down on top of the zipper slide to lock the bag.
✓		Keep bag with you till after the service , then take bag to the office and slide it through the slot in the door. If the door is open, there is a drop safe in the closet by the copier. Place bag in the safe’s drawer and close, making sure bag drops into the safe. It’s just like a post office mail box.
✓	Take Attendance	In the sanctuary only, count all the adults, guests and children separately; the minister (or other speaker), service associate(s), choir, musicians, etc. are counted for both services. Record in attendance bk.
	Hymnals	Check the sanctuary for any hymnals that were not returned after the service.
✓	Closing Up	<ol style="list-style-type: none"> 1. Put collection baskets in bottom drawer 2. Visitor/Guest Cards go in second drawer 3. Hearing assist devices basket goes in bottom right drawer of chest. 4. Close name tag cabinet 5. Bring in Pride Flag and put in the store room by the Gallery 6. Bring the “Shhh, Service In Session” sign into the sanctuary 7. Put out the cat <p>And we thank you very much for your services.</p>