

GREETERS INFORMATION

For Peoples' Sunday Services

GREETERS GOALS

- **Provide a welcoming experience for worship service for each person attending.**
 - **Maintain all supplies, funds, and records in a secure manner.**

Arrival

- Arrive at 10:30.
- Open both sets of double doors to the sanctuary.
- Confirm all three exterior doors are unlocked and vestibule lights are on.
(Keys hang on the inside right door of the hall supply cabinet.)

Service Preparations

North Lobby Welcome Table – place the following out on this table.

- 1- Visitor Welcome Sign – found in the Greeter Shelves at the sanctuary main entrance.
- 2- Name tags and marker - are in the concealed drawer under the top of the lobby table.
- 3- Permanent Name Tag Request sheet, pen and clip board - are also in this drawer

Children's Activity Center

- These materials are provided by Faith Formation.
- Assure the materials are in useable order.

Greeting

- One greeter stands at each main sanctuary entrance.
- Welcome all ages as they enter, offering an Order of Service (OOS) folder
- OOS folders are found on the small table at the back of the sanctuary main aisle.
- Leave a few OOS folders on this table for those who slip past greeters or arrive late.
- When appropriate, offer an assistive listening device - located in the white box in the Greeter Shelves with instruction sheets.
(Turn it on and listen to assure the unit is working. Alert Bill Hart/sound tech when any need care.)

Visitors

- Be alert for visitors, "...are you visiting with us today?"
- Indicate location of guest name tags, asking if they would like to make one.
- If they have visited several times, ask if they would like to sign the Permanent Name Tag Request Sheet.
- Show where the printed name tags are found.
- Mention that information for both Peoples Church and Unitarian Universalism is found in the rack between the windows - to the right of the Welcome table.
- Mention that they are invited for coffee and conversation downstairs after service.
- If appropriate, connect them with another person attending.
- If they have very young children, inform them of the nursery downstairs and the option to view the service from the Ely Room.
- If the children will be staying with them during service, show them the children's activity table materials.
- Introduce them to the Director of Faith Formation if available.

During Service Procedures

- When the music begins, step into the hallway for greeting and close the sanctuary doors.
- When the Welcome begins, greeters remain at the back of the sanctuary for at least ten minutes to hand the OOS folders to late comers.
- During centering silence - ask latecomers to pause for seating.
- Locate the attendance record sheet in the Handbook for Greeters found on the Greeter Shelves.
 - o at about 11:20 count all attending, including staff, musicians, and media personnel.
 - o fill in the attendance and the service information requested, returning the binder to the Greeter Shelves.
- Greeters may continue to be seated at the back, or in the pews until the offering.
- Offering - two greeters collect the offering at the time indicated in the OOS.

(See complete Offertory Procedures below.)

Following Service Procedures

- Open both sets of sanctuary doors during the Postlude.
- Thank visitors for coming. If attending coffee hour, assure they know the way.
- Clear the North Lobby table...
 - o Store all items where found in Greeter Shelves and Welcome Table drawer.
- Check pews for litter and items left behind
 - o Place lost items in the Lost & Found drawer in the file under the hallway mailboxes.
- Used hearing devices are turned off and returned to the bags and box in the Greeter Shelves.

Offertory Procedures

- Offertory collection plates are found in the Greeter Shelves.
- As ushers, both greeters stand side by side at the rear of the center aisle with plates in hand, waiting for the offertory music to begin.
- Each usher, taking either the left or right side, walks side by side slowly to the front pews
- Offer the plate to each pew
 - o Do NOT offer the plate when all those in pew indicate they will not be putting anything in the plate – either by shaking heads “no” or not making eye contact.
 - o It is acceptable for those in a row to pass the plate to those in the row behind. Usher then moves to the row where the plate has been passed.
- When the offertory is complete
 - o Place visitor cards in the Congregational Admin.’s mailbox in the hallway
 - o Give the plates with the money to the Finance Committee person who has identified himself.
 - o If no Finance Committee person has come forward,
 - In the hallway - place all money and checks that are in the plates in a small envelope found in a larger manila envelope in the Greeter Shelves.
 - In the church office - place this envelope in the slot of the safe at the left of the desk.
 - Return the collection plates to the Greeter Shelves.

NOTE – do NOT leave the money unattended under any circumstance.

Your caring efforts today are appreciated!