

INSTRUCTIONS for SANCTUARY GREETERS

From 10:00 – 10:10am

- Wear your name tag.
- Be sure that 4 **collection baskets are on the tables** in Emerson. (More in the office or the kitchen.)
- **Front hallway off Elm St** – turn on lights and close doors to cellar and library. Makes it look more inviting.
- **If using Emerson, distribute hymnals** throughout Emerson Hall. (on the bookcases in Emerson)

From 10:10am

- **Hand out Orders of Service (OOS)** at the both Sanctuary doors. (There are generally enough OOS for older children.)
- At 10:25, **ring the hand bell** in the foyer (It is above nametags in the foyer)
- At 10:30, **close door to Sanctuary (near nametags)**
 - One greeter remains in the hallway for **10 minutes** to greet latecomers.
 - Admit latecomers by walking through Emerson and entering the left rear of Sanctuary.
- At 10:40, **reopen door to Sanctuary** so people can enter this door
 - Leave basket of OOS on floor outside door for latecomers
 - Sit near the back of the church during the service. If you hear noise in the hallway, please ask them to move to a different area to chat.

During the Service

- **Offering** – Each greeter passes 2 baskets. When the music starts, walk to the front, then walk up the aisle **facing the congregation**, giving a basket to opposite rows on the aisle. Hand the money to the Treasurer, or other responsible person who will approach you.
- **Headcount**- After the children leave for their Circles, **count the remaining number of people** present. Record and circle the number on the cover of one of the OOS for this worship service. Leave on the admin's desk in the office.

After the Service - pick up the Sanctuary.

- **Programs/papers** - place them in the recycle baskets.
- **Grey Hymnals** - horizontally with the binder up, cover facing the seated person.
- **Teal Hymnals** – stack at ends of the rows (not in rack with Grey Hymnals)
- In Emerson, relocate hymnals on bookcases on sides. For the upholstered chairs, there is a shelf underneath the seat for hymnal storage.